

NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION 257 Johnstown Center Dr.; Unit 206 Johnstown, CO 80534 970-587-8872 – <u>http://www.nfrwqpa.org</u>

EXECUTIVE COMMITTEE AGENDA

April 3, 2025, @ 8:00 AM

Hybrid Meeting

Remote Access: Microsoft Teams meeting

Meeting Location: NFRWQPA Office

Join the meeting now Or call in <u>+1 720-739-6745</u> United States, Denver Phone Conference ID: 683 074 470#

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

Executive Committee Officers-

- 1. Chair Brian Zick Boxelder S.D.
- 2. Vice-Chair Tyler Eldridge City of Greeley
- 3. Treasurer Jesse Schlam City of Ft. Collins
- $4. \quad Officer-Matt \ Allen-Upper \ Thompson \ S.D.$
- 5. Officer Chris Kampmann St. Vrain S.D.
- 6. Officer Randy Kenyon S. Ft. Collins S.D.
- 7. Officer Savana Dumler Town of Berthoud

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

5. DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST.

6. <u>PUBLIC COMMENTS.</u>

- APPROVAL OF PAST MINUTES. Attachment #1 (pages 3-5). For review and consideration by the Executive Committee are the meeting minutes from February 6, 2025.
- ACCOUNTS RECEIVABLES AND PAYABLES REVIEW. Attachment #2 (pages 6-8). The accounts receivables and payables for January and February 2025 are for review and consideration. Note that the Association is still waiting on payment for the WSRF Grant in the amount of \$67,505.25.
- 9. **DISCUSSION ITEM.** General Permit Issues Update.

Discuss current actions and further recommendations the Association should take regarding General Permits.

10. **DISCUSSION ITEM:** Membership Permit Review Subcommittee.

Discuss the possibility of forming a subcommittee to help membership agencies with their permit renewal processes. The subcommittee would then be able to offer assistance for various issues during the permit renewal process.

11. <u>DISCUSSION ITEM.</u> EPA Financial Capability Assessment (FCA).

Discuss further recommendations and actions the Association should take regarding Feasibility and Implementation concerning the EPA Financial Capability Assessment (FCA). The EPA webpage with the Financial Capability Assessment spreadsheet can be viewed <u>here</u>.

12. DISCUSSION ITEM. 208 Areawide Water Quality Management Plan (208 AWQMP).

Discuss the recommendations, actions, or goals for the 2025-208 AWQMP update from the surveys below as presented to membership. Please ensure you have completed the survey.

- 1. March 208 AWQMP General DMOA Recommendations and Actions
- 2. April 208 AWQMP Specific DMOA Recommendations and Actions
- 3. May <u>208 AWQMP Association Recommendations and Actions</u>
- 4. June 208 AWQMP Association Priorities and Measurable Outcomes Survey
- 13. ADJOURN.

Attachment #1



NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION 257 Johnstown Center Dr.; Unit 206 Johnstown, CO 80534 970-587-8872

EXECUTIVE COMMITTEE MINUTES

February 6, 2025, @ 8:00 AM

Hybrid Meeting

1. <u>CALL MEETING TO ORDER.</u> Mr. Thomas called the meeting to order at 8:02 AM.

2. NOTICE TO COMMITTEE MEETING IS RECORDED. Mr. Thomas stated that the meeting was recorded.

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

Attendance: **NFRWQPA** – Mr. Thomas, Manager **Executive Committee Officers** – Chair – Brian Zick – Boxelder S.D. Vice-Chair – Tyler Eldridge – City of Greeley Treasurer – Jesse Schlam – City of Ft. Collins Officer – Matt Allen – Upper Thompson S.D. Officer – Chris Kampmann – St. Vrain S.D Officer – Randy Kenyon – S. Ft. Collins S.D. Officer – Savana Dumler – Town of Berthoud

Executive Committee Officers Absent –

Membership – N/A Public – N/A

- a quorum was announced

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

Mr. Schlam moved to approve the agenda seconded by Mr. Allen. - 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 made.

7. <u>APPROVAL OF PAST MINUTES.</u>

Mr. Schlam moved to approve the December 5, 2024, minutes seconded by Mr. Eldridge. – motion carried unanimously.

8. ACCOUNTS RECEIVABLES AND PAYABLES REVIEW.

The accounts receivable and payable for November and December 2024 were presented and reviewed. Mr. Schlam moved to approve the reviewed financials for November and December 2024, seconded by Mr. Allen. – the motion carried unanimously.

9. **DISCUSSION ITEM.** Executive Committee Meeting.

The Committee agreed on the current schedule and time for the Executive Committee meeting.

10. <u>DISCUSSION ITEM.</u> Grant Funding Update.

Mr. Thomas discussed the open invoices for reimbursement for the Regional EPA 9-Element Watershed-Based Plans, the WSRF grant (\$75,000), and the Colorado Healthy Rivers Fund grant (\$20,000).

11. <u>DISCUSSION ITEM.</u> Regional GIS Map Update.

Mr. Thomas presented the Regional GIS Map illustrating numerous agencies' current sewer infrastructure and boundaries. However, the map shows minimal future sewer infrastructure, as agencies didn't have the data. Through the remaining grant funds, the Association will convert static maps (current and/or future) within Utility Plans into the Regional GIS map.

12. DISCUSSION ITEM. EPA PFAS in Biosolids Risk Assessment vs. Dr. Pepper Study.

The Committee discussed creating an Association PFAS webpage for membership that conveys a consistent, factual, and science-based public education and outreach message. Membership agencies could then use this webpage in their public education and outreach with a consistent narrative within the region.

13. <u>DISCUSSION ITEM.</u> Feasibility and Implementation.

Mr. Thomas and the Committee discussed the implications of Feasibility and Implementation and its effects on agency permitting and CIP planning, including the association's role in Feasibility and Implementation.

14. DISCUSSION ITEM, 208 Areawide Water Quality Management Plan (208 AWQMP).

Mr. Thomas discussed the 2025 - 208 AWQMP update concerning the recommendations, actions, or goals for the update. Revising these recommendations, actions, or goals for the 2025 update considering what is achievable by membership and the Association. Conducting multiple surveys over time to engage members in the decision-making process so that it is manageable or does not seem overwhelming. Mr. Thomas and the Committee will revisit this topic in future meetings.

15. ADJOURN.

Attachment #2

January 2025

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		DEPOSIT/CREDIT	BALANCE
		NFRWQPA - 6456	(-)		(+)	\$ 18,789.64
		Deposits				
		CDPHE 319 Funds			\$ 12,500.00	\$ 31,289.64
		9040-319 Grants NPS Watershed Plan				
	13-Jan	Town of Timnath - EFT			\$ 1,050.00	\$ 32,339.64
		9010-Membership Dues				
	17-Jan	Town of Longmont - EFT			\$ 15,225.00	\$ 47,564.64
		9010-Membership Dues				
		Metro, Weld County, Larimer County,				
		Boxelder, UTSD, Wellington, SFSD, Pierce,				
		Hudson, Ault, Severance, LaSalle, Kersey,				
	21-Jan	Platteville			\$ 51,555.00	\$ 99,119.64
		9010-Membership Dues				
	21-Jan	Ft. Lupton - EFT			\$ 3,307.50	\$ 102,427.14
	24.1	9010-Membership Dues			<u> </u>	<u> </u>
	24-Jan	Milliken, Fox Acres			\$ 2,100.00	\$ 104,527.14
	27 Jan	9010-Membership Dues			\$ 10,972.50	ć 115 400 C4
	Z7-Jan	SVSD, Brighton, Keenesburg, Lochbuie 9010-Membership Dues			\$ 10,972.50	\$ 115,499.64
	27 100	Fort Collins - EFT			\$ 15,225.00	\$ 130,724.64
	z7-Jan	9010-Membership Dues			J5,225.00	ş 150,724.04
	31-lan	Loveland - EFT			\$ 15,225.00	\$ 145,949.64
	2T-JUL	9010-Membership Dues			÷ 13,223.00	y 143,343.04
			Total		\$ 127,160.00	
		Electronic Transactions	10101		<i>v</i> 127/20000	
Draft		PERA-Mark-401K	\$ 847.54			\$ 145,102.10
Brait	0 Vull	3100-Salary	φ onio i			φ <u>1</u> 10)101110
Draft	17-Jan	PERA/FICA/IRS	\$ 2,556.64			\$ 142,545.46
		3400-FICA/PERA Manager				
Draft	11-Jan	Tus Nau, LLC-Rent	\$ 1,566.00			\$ 140,979.46
		5010-Rent & Utilities				
Draft	31-Jan	Payroll-Mark Thomas	\$ 7,130.22			\$ 133,849.24
		3100-Salary				
Draft	31-Jan	FICA-Co Withholding	\$ 1,795.37			\$ 132,053.87
		3100-Salary				
Draft	4-Jan	First National Bank Credit Card	\$ 1,562.60			\$ 130,491.27
		5300-Office Supplies				
		5510-Meals & Lodging				
		5140-IT Support	\$ 1,400.00			
	2.1	N/A	¢			<u> </u>
AutoPay	2-Jan	AdminPro ToGo	\$ 260.00			\$ 130,231.27
AutoDay	26 Jan	5130-Internet Service & Phone TDS - Internet and Phone Service	¢ 100.01			¢ 120.042.06
AutoPay	20-Jan	5130-Internet Service & Phone	\$ 188.21			\$ 130,043.06
DRAFT	5-lan	CEBT (0.02 paid in November as TEST)	\$ 2,589.98			\$ 127,453.08
SIGNET	J-Jall	3200-Health,Dental,Vision Insurance	÷ 2,303.30			÷ 127,433.00
DRAFT	21-Jan	Digeteks (Annual IT Contract)	\$ 1,800.00			\$ 125,653.08
2.001	21 Juli	5140-IT Support	- 1,000.00			÷ 120,000.00
DRAFT	4-Jan	Invision GIS	\$ 148.75			\$ 125,504.33
		6010-Contract Services - State/GIS				
AutoPay	3-Jan	Mark Thomas Expense Check (Dec-2024)	\$ 75.00			\$ 125,429.33
		5100-Telephone Cellular				
Check #		PAPER Transactions				
3806	21-Jan	Colorado Wastewater Utility Council	\$ 966.00			\$ 124,463.33
		5400-NFR Dues & Subscriptions				
						\$ 124,463.33
		5600-Accounting				
		TOTALS	\$ 21,486.31		\$ 127,160.00	\$ 124,463.33
						Difference
			ank Statement# En	ding Balance:	\$ 125,429.33	-966.00
		Uncashed checks Total:	\$ 966.00		Balanced Amount	\$ 0.00

February 2025

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NoteNoteWDNoteWDNoteWDNoteNoteNoteDraftNoteDraftNoteDraftNoteDraftNoteDraftNoteDraftNoteDraftNoteDraftNoteDraftNoteNoteNoteDraftNoteNoteNoteNoteNoteAutoPayNoteAutoPayNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNote <td>3-Feb 3-Feb 15-Feb 29/2025</td> <td>9010-Membership Dues 9010-Membership Dues Electronic Transactions PERA-Mark-Citistreet 401K 3100-Salary PERA/FICA/IRS 3400-FICA/PERA Manager Tus Nau, LLC-Rent 5010-Rent & Utilities Payroll-Mark Thomas 3100-Salary</td> <td>\$ \$ \$ \$ \$</td> <td>2,535.24</td> <td>T</td> <td>otal</td> <td>\$</td> <td>52,943.75</td> <td>\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$</td> <td></td> <td>70,792.08 70,792.08 69,947.65 69,947.65</td>	3-Feb 3-Feb 15-Feb 29/2025	9010-Membership Dues 9010-Membership Dues Electronic Transactions PERA-Mark-Citistreet 401K 3100-Salary PERA/FICA/IRS 3400-FICA/PERA Manager Tus Nau, LLC-Rent 5010-Rent & Utilities Payroll-Mark Thomas 3100-Salary	\$ \$ \$ \$ \$	2,535.24	T	otal	\$	52,943.75	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$		70,792.08 70,792.08 69,947.65 69,947.65
NoteNoteWDNoteWDNoteWDNoteNoteNoteDraftNoteDraftNoteDraftNoteDraftNoteDraftNoteDraftNoteDraftNoteDraftNoteDraftNoteNoteNoteDraftNoteNoteNoteNoteNoteAutoPayNoteAutoPayNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNoteNote <td>3-Feb 3-Feb 15-Feb 29/2025</td> <td>9010-Membership Dues 9010-Membership Dues Electronic Transactions PERA-Mark-Citistreet 401K 3100-Salary PERA/FICA/IRS 3400-FICA/PERA Manager Tus Nau, LLC-Rent 5010-Rent & Utilities Payroll-Mark Thomas 3100-Salary</td> <td>\$ \$ \$ \$ \$</td> <td>2,535.24</td> <td>T</td> <td>otal</td> <td>\$</td> <td>52,943.75</td> <td>\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$</td> <td></td> <td>70,792.08 70,792.08 69,947.65 69,947.65</td>	3-Feb 3-Feb 15-Feb 29/2025	9010-Membership Dues 9010-Membership Dues Electronic Transactions PERA-Mark-Citistreet 401K 3100-Salary PERA/FICA/IRS 3400-FICA/PERA Manager Tus Nau, LLC-Rent 5010-Rent & Utilities Payroll-Mark Thomas 3100-Salary	\$ \$ \$ \$ \$	2,535.24	T	otal	\$	52,943.75	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$		70,792.08 70,792.08 69,947.65 69,947.65
Number of the second	3-Feb 3-Feb 15-Feb 29/2025	9010-Membership Dues Electronic Transactions PERA-Mark-Citistreet 401K 3100-Salary PERA/FICA/IRS 3400-FICA/PERA Manager Tus Nau, LLC-Rent 5010-Rent & Utilities Payroll-Mark Thomas 3100-Salary	\$ \$ \$ \$ \$	2,535.24	T	otal	\$	52,943.75	\$ \$ \$ \$ \$ \$ \$		70,792.08 70,792.08 69,947.65 69,947.65
Number of the second	3-Feb 3-Feb 15-Feb 29/2025	9010-Membership Dues Electronic Transactions PERA-Mark-Citistreet 401K 3100-Salary PERA/FICA/IRS 3400-FICA/PERA Manager Tus Nau, LLC-Rent 5010-Rent & Utilities Payroll-Mark Thomas 3100-Salary	\$ \$ \$ \$ \$	2,535.24	T	otal	\$	52,943.75	\$ \$ \$ \$ \$ \$ \$		70,792.08 69,947.65 67,412.41
Number of the second	3-Feb 3-Feb 15-Feb 29/2025	Electronic Transactions PERA-Mark-Citistreet 401K 3100-Salary PERA/FICA/IRS 3400-FICA/PERA Manager Tus Nau, LLC-Rent 5010-Rent & Utilities Payroll-Mark Thomas 3100-Salary	\$ \$ \$ \$ \$	2,535.24	T	otal	\$	52,943.75	\$ \$ \$ \$ \$ \$ \$		70,792.08 69,947.65 67,412.41
Number of the second	3-Feb 3-Feb 15-Feb 29/2025	Electronic Transactions PERA-Mark-Citistreet 401K 3100-Salary PERA/FICA/IRS 3400-FICA/PERA Manager Tus Nau, LLC-Rent 5010-Rent & Utilities Payroll-Mark Thomas 3100-Salary	\$ \$ \$ \$ \$	2,535.24	T	otal	\$	52,943.75	\$ \$ \$ \$ \$		69,947.65 67,412.41
Number of the second	3-Feb 3-Feb 15-Feb 29/2025	PERA-Mark-Citistreet 401K 3100-Salary PERA/FICA/IRS 3400-FICA/PERA Manager Tus Nau, LLC-Rent 5010-Rent & Utilities Payroll-Mark Thomas 3100-Salary	\$ \$ \$ \$ \$	2,535.24	T	otal	\$ 	52,943.75	\$ \$ \$ \$ \$		69,947.65 67,412.41
Number of the second	3-Feb 3-Feb 15-Feb 29/2025	PERA-Mark-Citistreet 401K 3100-Salary PERA/FICA/IRS 3400-FICA/PERA Manager Tus Nau, LLC-Rent 5010-Rent & Utilities Payroll-Mark Thomas 3100-Salary	\$ \$ \$ \$ \$	2,535.24			> - - - - - - - - - -	52,943.75	\$		67,412.41
Number of the second	3-Feb 3-Feb 15-Feb 29/2025	PERA-Mark-Citistreet 401K 3100-Salary PERA/FICA/IRS 3400-FICA/PERA Manager Tus Nau, LLC-Rent 5010-Rent & Utilities Payroll-Mark Thomas 3100-Salary	\$ \$ \$ \$ \$	2,535.24					\$		67,412.41
Number of the second	3-Feb 15-Feb 29/2025	3100-Salary PERA/FICA/IRS 3400-FICA/PERA Manager Tus Nau, LLC-Rent 5010-Rent & Utilities Payroll-Mark Thomas 3100-Salary	\$ \$ \$ \$ \$	2,535.24					\$		67,412.41
Image: second	15-Feb 29/2025	PERA/FICA/IRS 3400-FICA/PERA Manager Tus Nau, LLC-Rent 5010-Rent & Utilities Payroll-Mark Thomas 3100-Salary	\$ \$ \$	1,566.00							
Image: second	15-Feb 29/2025	3400-FICA/PERA Manager Tus Nau, LLC-Rent 5010-Rent & Utilities Payroll-Mark Thomas 3100-Salary	\$ \$ \$	1,566.00							
Image: style="text-align: center;">Image: style="text-align: style="text-align: center;">Image: style="text-align: style="text-align: center;">Image: style="text-align: center;">Image: style="text-align: style="text-align: center;">Image: style="text-align: style="text-align: center;">Image: style="text-align: style="text-align: center;"/>Image: style="text-align:	29/2025	Tus Nau, LLC-Rent 5010-Rent & Utilities Payroll-Mark Thomas 3100-Salary	\$	-					\$		65,846.41
Image: style="text-align: center;">Image: style="text-align: style="text-align: center;">Image: style="text-align: style="text-align: center;">Image: style="text-align: center;">Image: style="text-align: style="text-align: center;">Image: style="text-align: style="text-align: center;">Image: style="text-align: style="text-align: center;"/>Image: style="text-align:	29/2025	5010-Rent & Utilities Payroll-Mark Thomas 3100-Salary	\$	-					\$		65,846.41
AutoPay 2/29 AutoPay 2 AutoPay 2 AutoPay 2 AutoPay 2		Payroll-Mark Thomas 3100-Salary		7,130.22							
AutoPay 2/29 AutoPay 2 AutoPay 2 AutoPay 2 AutoPay 2		3100-Salary		7,130.22							
AutoPay 2/29 AutoPay 2 AutoPay 2 AutoPay 2 AutoPay 2		3100-Salary							\$		58,716.19
AutoPay Constraints of the second sec	29/2025	FICA-Co Withholding	\$								
AutoPay Constraints of the second sec				1,795.37					\$		56,920.82
AutoPay		3100-Salary		,							,
AutoPay	4-Feh	First Nation Bank Credit Card	\$	228.27					\$		56,692.55
,	1100	5300-Office Supplies		155.27					Ŷ		30,032.33
,		5350-Postage		73.00							
,	26 Fab	TDS - Internet and Phone Service	\$	188.21					\$		56,504.34
AutoPay	20-Feb		Ş	100.21					Ş		50,504.54
AutoPay	4.5.4	5130-Internet Service & Phone	ć	260.00					Ċ.		56 244 24
	1-Feb	AdminPro ToGo	\$	260.00					\$		56,244.34
		5600-Accounting									
AutoPay	7-Jan		\$	2,590.00					\$		53,914.34
		3200-Health, Dental, Vision Insurance									
AutoPay									\$		53,914.34
		6010-Contract Services - State/GIS									
AutoPay	4-Feb	DlgiTEKS (Microsoft 360 annual Fee)	\$	264.00					\$		53,650.34
		5140-IT Support									
AutoPay 3	28-Feb	Mark Thomas Expense Check (January)	\$	75.00					\$		53,839.34
·		5100-Telephone Cellular		75.00							
				. 5.00							
Check #		PAPER Transactions									
									\$	_	53,839.34
		6010-Contract Sorviess State /CIC							Ş		55,053.54
		6010-Contract Services - State/GIS							A		52,020,27
									\$		53,839.34
		N/A									
									\$		53,839.34
		N/A									
		TOTALS	\$	117,476.74			\$	52,943.75	\$		59,930.34
										D	ifference
			ank St-				-				
		В	Dank S(2	atement# End	ding B	alance:	\$	59,930.34			0.00