



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

October 3, 2024, @ 8:00 AM

Hybrid Meeting

Remote Access: Microsoft Teams meeting

[Click here to join the meeting](#)

Or call in (audio only)

+1 720-739-6745 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 – Tyler Eldridge – City of Greeley
3. Treasurer – Mark Oberschmidt – City of Evans
4. Officer – Chris Bieker – Upper Thompson S.D.
5. Officer – Jesse Schlam – City of Ft. Collins
6. Officer – Derik Caudil – S. Ft. Collins S.D.
7. Officer – Elizabeth Relford – Weld County

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 meeting minutes from August 1, 2024.
8. **ACCOUNTS RECEIVABLES AND PAYABLES REVIEW.** - Attachment #2 (pages 6-8).
The accounts receivables and payables for July and August 2024 are for review and consideration.
9. **DECISION ITEM.** Employee Benefits Discussion.
On May 6, 2021, an Executive Committee decision approved the Association Manager's choice of either a monthly insurance stipend or elect Colorado Employee Benefits Trust Health Insurance, where the Association would pay 100% of the employee premiums and the employee would pay 100% of dependent premiums. This decision is problematic and needs to be reconsidered.

10. **DISCUSSION ITEM:** 2023 Association Fiscal Audit - Attachment #3 (pages 9- 21).
The Association has completed its Fiscal Audit for 2023. The Fiscal Audit and review of the financials are attached.
11. **DISCUSSION ITEM.** Association's Annual Meeting - Attachment #4 (pages 22 - 23).
The Association will hold its annual meeting at Lazy Dog Bar & Grill in Johnstown on October 24th from 2 to 6 p.m. The meeting will include a public announcement of the Association's Regional EPA 9-Element Watershed Plans and highlight the work creating the individual watershed plans.
12. **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

August 1, 2024, @ 8:00 AM

Hybrid Meeting

1. **CALL MEETING TO ORDER.**

The meeting was called to order at 8:00 AM by Mr. Thomas.

2. **NOTICE TO COMMITTEE MEETING IS RECORDED.**

Mr. Thomas stated that the meeting was recorded.

3. **DETERMINATION OF A QUORUM.**

Attendance:

NFRWQPA – Mr. Thomas, Manager

Executive Committee Officers –

Chair – Brian Zick – Boxelder S.D.

Vice-Chair – Tyler Eldridge – City of Greeley

Treasurer – Mark Oberschmidt – City of Evans

Officer – Jesse Schlam – City of Ft. Collins

Officer – Elizabeth Relford- Weld County

Executive Committee Officers Absent –

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

Officer – Chris Bieker – Upper Thompson S.D.

Membership –

N/A

Public –

Kent Pflager- Morgan County Quality Water District

- a quorum was announced

4. **APPROVAL OF AGENDA.**

Mr. Zick moved to approve the agenda seconded by Mr. Schlam. – 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 made.

7. **APPROVAL OF PAST MINUTES.**

Mr. Schlam moved to approve the June 27, 2024, minutes seconded by Mr. Oberschmidt. – motion carried unanimously.

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

The accounts receivable and payables for June 2024 were presented and reviewed. Mr. Eldridge moved to approve the reviewed receivables and payables for June 2024, seconded by Mr. Schlam. – the motion carried unanimously.

9. **DISCUSSION ITEM.** Morgan County Quality Water District.

Mr. Kent Pflager, General Manager of the Morgan County Quality Water District, discussed protecting the water quality of certain wells owned by the District due to a pending and proposed reservoir within Weld County that could impact the groundwater quality of the district's current drinking water supply.

10. DISCUSSION ITEM. Regional Nonpoint Source Watershed Plans Public Outreach Toolkit Options.

Mr. Thomas presented options within the toolkit once the Regional Nonpoint Source Watershed Plans are complete to track milestones or goals, in addition to public education and outreach for 2025.

11. DISCUSSION ITEM. ADA Requirements.

Mr. Thomas opened the discussion regarding how organizations are meeting ADA requirements with respect to documents and agendas, including attachments within agendas with respect to record keeping. The Association is looking into [CommonLook Software](#), which is their website provider Streamline uses to validate ADA Compliance. Mr. Eldridge recommended that the Association verify whether it needs to comply with the State's ADA Compliance requirements as either a State or Local Government agency. Mr. Zick recommended the Association budget for the cost of complying with ADA Compliance within the ensuing 2025 budget.

12. DISCUSSION ITEM. 2023 Association Fiscal Audit.

Mr. Thomas informed the Executive Committee that the Association is conducting its required biannual audit for the fiscal year 2023 and will issue the final report upon receiving it.

13. DISCUSSION ITEM. Association Fall Appreciation Meeting.

The Executive Committee recommended that the Association hold a Fall Appreciation Meeting on October 24, 2024.

14. ADJOURN.

Attachment #2

Attachment #3

NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION

FINANCIAL STATEMENTS

December 31, 2023

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JOHN CUTLER & ASSOCIATES

Board of Directors
North Front Range Water Quality Planning Association
Johnstown, Colorado

Independent Auditors' Report

Report on the Financial Statements

Opinions

We have audited the financial statements of the North Front Range Water Quality Planning Association (the "Organization") which comprise the statement of financial position as of and for the year ended December 31, 2023, and the related statements of activities, cash flows, functional expenses and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the statement of financial position and the related statements of activities, cash flows and functional expenses of the North Front Range Water Quality Planning Association as of December 31, 2023, and the respective changes in financial position and, where applicable, cash flows, thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the North Front Range Water Quality Planning Association and to meet our ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures of the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

John Luttrell & Associates, LLC

September 9, 2024

NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION

STATEMENT OF FINANCIAL POSITION

December 31, 2023

ASSETS

Current Assets

Cash	\$ 6,188
Investments	589,330
Accounts Receivable	25,250
Deposits	1,353

TOTAL ASSETS

\$ 622,121

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts Payable	\$ 255
Accrued Expenses	4,549

Total Current Liabilities

4,804

NET ASSETS

Without Donor Restrictions	617,317
With Donor Restrictions	-

Total Net Assets

617,317

TOTAL LIABILITIES AND NET ASSETS

\$ 622,121

The accompanying notes are an integral part of the financial statements.

NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION

STATEMENT OF ACTIVITIES

Year Ended December 31, 2023

	Without Donor Restrictions	With Donor Restrictions	Total
REVENUES, GAINS AND OTHER SUPPORT			
Membership Dues	\$ 166,650	\$ -	\$ 166,650
Interest Income	32,081	-	32,081
Contract Services	84,200	-	84,200
Other Income	3,985	-	3,985
Net Assets Released from Restrictions	-	-	-
	<u>286,916</u>	<u>-</u>	<u>286,916</u>
TOTAL REVENUES, GAINS AND OTHER SUPPORT	286,916	-	286,916
EXPENSES			
Program Services	<u>188,507</u>	<u>-</u>	<u>188,507</u>
Total Program Services	<u>188,507</u>	<u>-</u>	<u>188,507</u>
Supporting Services			
General and Administrative	<u>30,603</u>	<u>-</u>	<u>30,603</u>
Total Supporting Services	<u>30,603</u>	<u>-</u>	<u>30,603</u>
TOTAL EXPENSES	219,110	-	219,110
CHANGE IN NET ASSETS	67,806	-	67,806
NET ASSETS, Beginning	<u>549,511</u>	<u>-</u>	<u>549,511</u>
NET ASSETS, Ending	<u><u>\$ 617,317</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 617,317</u></u>

The accompanying notes are an integral part of the financial statements.

NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION

STATEMENT OF CASH FLOWS

Year Ended December 31, 2023

CASH FLOWS FROM OPERATING ACTIVITIES

Change in Net Assets	\$ 67,806
Adjustments to Reconcile Changes in Net Assets to Net Cash Provided by Operating Activities	
Decrease in Accounts Receivable	(25,250)
Increase in Accounts Payable	13
Increase in Accrued Expenses	<u>401</u>
Net Cash Provided by Operating Activities	<u>42,970</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Purchase of Investments	<u>(40,084)</u>
Net Cash Flows from Investing Activities	<u>(40,084)</u>

NET INCREASE (DECREASE) IN CASH

2,886

CASH, Beginning

3,302

CASH, Ending

\$ 6,188

The accompanying notes are an integral part of the financial statements.

NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION

STATEMENT OF FUNCTIONAL EXPENSES

Year Ended December 31, 2023

	<u>Program Services</u>	<u>Support Services</u>	
	Program Expenses	Management and General	Totals
Salaries and Wages	\$ 132,642	\$ 7,349	\$ 139,991
Rent	15,728	872	16,600
Dues and Subscriptions	-	6,698	6,698
Insurance	250	250	500
Contract Services	39,887	-	39,887
Telephone	-	6,819	6,819
Office Expenses	-	3,838	3,838
Accounting and Legal	-	4,777	4,777
	<u>\$ 188,507</u>	<u>\$ 30,603</u>	<u>\$ 219,110</u>

The accompanying notes are an integral part of the financial statements.

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2023

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization – North Front Range Water Quality Planning Association, (the organization) is a nonprofit corporation, established under the laws of Colorado to provide area wide water quality planning and monitoring services for Larimer and Weld Counties as described in the Clean Water Act of 1977. The organization uses collaborative regional planning, facilitation, and review to ensure that present and future wastewater needs are met economically and with a focus on water quality protection.

Program activities include the functions necessary to provide support for the organization's program activities. General and administrative activities include those that provide governance (Board of Directors), oversight, business management, financial recordkeeping, budgeting, legal services, human resource management, and similar activities that ensure an adequate working environment and an equitable employment program.

Basis of Presentation –The financial statements of North Front Range Water Quality Planning Association. have been prepared in accordance with U.S. generally accepted accounting principles ("US GAAP"), which require the organization to report information regarding its financial position and activities according to the following net asset classifications:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the Organization's management and the board of directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time.

Cash and Cash Equivalents – For financial statement purposes, the Organization considers all highly liquid investments with an original maturity of three months or less to be cash equivalents.

Contributions – Contributions received are recognized in the period received. All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are restricted by the donor for specific purposes are reported as net assets with donor restrictions. Support that is restricted by the donor is reported as net assets without donor restrictions if the restriction expires in the reporting period in which the support is recognized. Net assets with donor restrictions are reclassified to net assets without donor restrictions when the donor restriction is satisfied. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities.

NOTES TO THE FINANCIAL STATEMENTS
December 31, 2023

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES(Continued)

Contributed property and equipment are recorded at fair value at the date of donation. Contributions with donor-imposed stipulations regarding how long the contributed assets must be used are recorded as net assets with donor restrictions; otherwise, the contributions are recorded as net assets without donor restrictions.

Fair value measurements – Fair value is defined as the price that would be received to sell an asset in the principal or most advantageous market for the asset in an orderly transaction between market participants on the measurement date. Fair value should be based on the assumptions market participants would use when pricing an asset. US GAAP establishes a fair value hierarchy that prioritizes investments based on those assumptions. The fair value hierarchy gives the highest priority to quoted prices in active markets (observable inputs) and the lowest priority to an entity's assumptions (unobservable inputs). The Organization groups assets at fair value in three levels, based on the markets in which the assets and liabilities are traded and the reliability of the assumptions used to determine fair value. These levels are:

- Level 1 Unadjusted quoted market prices for identical assets or liabilities in active markets as of the measurement date.

- Level 2 Other observable inputs, either directly or indirectly, including:
 Quoted prices for similar assets/liabilities in active markets;
 Quoted prices for identical or similar assets in non-active markets;
 Inputs other than quoted prices that are observable for the asset/liability; and,
 Inputs that are derived principally from or corroborated by other observable market data.

- Level 3 Unobservable inputs that cannot be corroborated by observable market data.

The Organization has investments that are valued using Level 1 inputs.

Revenue Recognition – All revenues are recognized as earned.

NORTHWEST FRONT RANGE WATER QUALITY PLANNING ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS
December 31, 2023

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Functional Allocation of Expenses – The costs of providing the various programs and other activities have been summarized on a functional basis in the accompanying financial statements. Accordingly, certain costs have been allocated among the program and supporting services. Such allocations are determined by management on an equitable basis.

Income Tax Status – The organization is exempt from federal income tax under Section 501(c)(1) of the Internal Revenue Code (IRC), though it would be subject to tax on income unrelated to its exempt purposes (unless that income is otherwise excluded by the IRC). Contributions to the organization are tax deductible to donors under section 170 of the IRC. The organization is not classified as a private foundation.

Subsequent Events – Potential subsequent events were considered through September 9, 2024.

NOTE 2: IN-KIND DONATIONS

A number of volunteers have donated time in connection with Organization’s activities. No amounts have been reflected in the financial statements for these donated services as they do not meet the criteria for recognition under SFAS No. 116.

NOTE 3: AVAILABILITY AND LIQUIDITY

As of December 31, 2023, the Organization has a working capital of \$1,383 and average days (based on normal expenditures) cash on hand of 14.

Financial assets available for general expenditure within one year of the balance sheet date, consist of the following:

Cash and Investments	\$ 595,518
Accounts Receivable, Net	<u>25,250</u>
Total Financial Assets	<u>620,768</u>
Less amounts not available to be used within a year:	
Net Assets with donor restrictions	<u>-</u>
Financial Assets available to meet general expenditures over the next twelve months	<u>\$ 620,768</u>

As part of its liquidity plan, excess cash is invested in short-term investments, including money market accounts.

NORTHWEST FRONT RANGE WATER QUALITY PLANNING ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2023

NOTE 4: NET ASSETS

Net assets without donor restrictions for the years ended December 31, 2023 were \$617,317.

NOTE 5: RETIREMENT PLANS

The Organization participates in a defined benefit plan administered by the Colorado Public Employees' Retirement Association (PERA). The Plan covers the Manager of the Organization. The benefits are based on years of service and the employee's average annual wages. The Plan's funded status is recognized in the financial statements of PERA. During the year ended December 31, 2023, Organization recorded \$19,121 in pension costs.

Attachment #4

NFRWQPA 2024 Annual Meeting



You're invited to the 2024 NFRWQPA Annual Meeting!

Join us to celebrate the completion of the regional watershed plans and connect with fellow association and industry peers! Enjoy refreshments, hear remarks from RESPEC staff and Mark Thomas and engage in discussions to foster collaboration across the wastewater sector.

Appetizers, dinner and two bar beverages will be provided. Limit two people per agency.



Date: Thursday, Oct. 24, 2024

Time: 2 - 6 p.m.

Location: Lazy Dog Bar & Grill
4801 Thompson Parkway
Johnstown, CO 80534

RSVP to Mark Thomas at
mthomas@nfrwqpa.org by
Oct. 17, 2024

