



ASSOCIATION MEETING AGENDA

May 25, 2023 @ 2:00 PM

Hybrid Meeting

Microsoft Teams meeting

[Click here to join the meeting](#)

Meeting ID: 242 476 509 668

Passcode: SP9BcZ

Or call in (audio only)

[+1 720-739-6745](#)

Phone Conference ID: 857 202 912#

Notice is given to the North Front Range Water Quality Planning Association (NFRWQPA) members and the general public that the Association will hold its regular association meeting, which is open to the public.

1. **CALL MEETING TO ORDER.**
 2. **NOTICE TO MEMBERSHIP MEETING IS RECORDED.**
 3. **DETERMINATION OF A QUORUM FROM MEMBERSHIP.** – Attachment #1 (page 3).
 4. **APPROVAL OF AGENDA.**
 5. **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST.**
 6. **PUBLIC COMMENTS.**
 7. **APPROVAL OF PAST MINUTES.** – Attachment #2 (pages 4-6).
For review and consideration are the April 27, 2023, meeting minutes.
 8. **FINANCIAL REPORTS:** – Attachment #3 (pages 7-9).
For review and consideration is the April 2023 financial statement.
 9. **DECISION ITEM:** Town of Gilcrest Utility Plan and 8th & 12th Street Lift Stations Site Applications.
The Town of Gilcrest has submitted a Utility Plan for consideration by membership, including the approval of the 8th & 12th Street Lift Stations Site Applications. The Utility Plan proposes numerous repairs and maintenance to the collection system in addition to the 8th & 12th Street Lift Station projects. The Utility Plan is the Town of Gilcrest's first with the Association. The Utility Plan final draft and other associated materials are available on the website [here](#).
- Recommendation: Membership Approval
10. **DECISION ITEM:** Town of Eaton Screw Press Site Application.
The Town of Eaton has submitted a Site Application (22.10) to amend their existing WWTF to install a screw press. The current dewatering centrifuge at the Eaton WWTP is not operational, causing unexpected overhead operating costs. In-kind replacement was considered; however, due to supply chain disruptions,

the lead time for an in-kind replacement was more than 6 months. The screw press project was identified within their current Utility Plan approved on February 23, 2023. Membership may view the Site Application and Engineering Design Report [here](#).

Recommendation: Membership Approval

11. **DISCUSSION ITEM**: Colorado Healthy Rivers Fund Grant.
Update on the grant application and award.
12. **DISCUSSION ITEM**: Regulation No. 93 Prioritization for Regional TMDLs.
The 10-Year Water Quality Roadmap meeting on June 7, 2023, will provide an overview of prioritizing TMDLs, and the Association can reevaluate whether or not to prioritize any regional TMDLs during the membership meeting on June 22, 2023.
13. **DISCUSSION ITEM**: Utility Plan Review Committee.
The Utility Plan Review Committee needs volunteers. The Utility Plan Review Committee is a valuable process within the Association providing regional land-use management concepts for feasible and economical wastewater services while considering the water quality impacts agency interrelated service area pollution sources have in the river basins. The Committee is a great way to introduce new personnel to the functions and responsibilities of Association-designated management and operation agencies.
14. **OTHER BUSINESS**:
Workgroup Update Presentations can be accessed [here](#).
15. **ADJOURN**

NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION

257 Johnstown Center Dr.; Unit 206
Johnstown, CO 80534
970.587.8872 - <http://www.nfrwqpa.org>

Designated Management and Operation Agency Members

	Designation	Primary Contact	Alternate Contact	2023 Dues	
1	Ault, Town of	Management/Operation Agency	Grant Ruff	Dustin Preston	PAID
2	Berthoud, Town of	Management/Operation Agency	Chris Kirk	Wayne Ramey	PAID
3	Boxelder Sanitation District	Management/Operation Agency	Brian Zick	David Lewis	PAID
4	Brighton, Town of	Management/Operation Agency	Kim Schoen		PAID
5	Broomfield, City & County	Management/Operation Agency	Ken Rutt	Dennis Rodriguez	PAID
6	Dacono, City of	Management Agency	Bobby Redd	Jennifer Krieger	PAID
7	Eaton, Town of	Management/Operation Agency	Greg Brinck	Wesley LaVanchy	PAID
8	Erie, Town of	Management/Operation Agency	Jon Coyle	Bruce Chameroy	PAID
9	Estes Park, Town of	Management Agency	Chris Eshelman	Reuben Bergsten	PAID
10	Estes Park Sanitation District	Operation Agency	James Duell		PAID
11	Evans, City of	Management/Operation Agency	Randy Ready	Todd Hepworth	PAID
12	Fox Acres Community Services	Private Agency	Richard Hopp	Ted Carter	PAID
13	Ft. Collins, City of	Management/Operation Agency	Kathryne Marko	Jesse Schlam	PAID
14	Ft. Lupton, City of	Management/Operation Agency	Chris Cross		PAID
15	Galeton Water & Sanitation District	Operation Agency	William Warren		PAID
16	Greeley, City of	Management/Operation Agency	Tyler Eldridge	Adam Prior	PAID
17	Hudson, Town of	Management/Operation Agency	Bruce Lange	Jennifer Woods	PAID
18	Johnstown, Town of	Management/Operation Agency	Ellen Hilbig	Matt LeCerf	PAID
19	Keenesburg, Town of	Management/Operation Agency	Mark Gray		PAID
20	Kersey, Town of	Management/Operation Agency	Christian Morgan		PAID
21	Larimer County	Management Agency	Chris Manley	Keila Flores	PAID
22	LaSalle, Town of	Management/Operation Agency	Barry Schaeffer		PAID
23	Lochbuie, Town of	Management/Operation Agency	Brian McBroom		PAID
24	Longmont, City of	Management/Operation Agency	Mary Paterniti	Annie Noble	PAID
25	Loveland, City of	Management/Operation Agency	Joe Creaghe	Brandon Cayou	PAID
26	Mead, Town of	Management/Operation Agency	Hellen Migchelbrink	Erika Rasmussen	PAID
27	Metro Water Recovery	Operation Agency	Reed Koenig	Katie Koplitz	PAID
28	Milliken, Town of	Management/Operation Agency	Don Stonebrink	Brad Simons	PAID
29	Northglenn, City of	Management/Operation Agency	Manuel Freye	Shelley Stanley	PAID
30	Pierce, Town of	Management/Operation Agency	Pat Larson		PAID
31	Platteville, Town of	Management/Operation Agency	David Brand	Josh Leyba	PAID
Resource Colorado Water & Sanitation					
32	Metro District		Paul Wilson	Paul Goluskin	PAID
33	Severance, Town of	Management/Operation Agency	Nicholas Wharton	Mike Ketterling	PAID
34	South Ft. Collins San. Dist.	Management/Operation Agency	Derik Caudill	Eric Bailey	PAID
35	St. Vrain Sanitation District	Management/Operation Agency	Rob Fleck	Dave Cross	PAID
36	Timnath, Town of	Management/Operation Agency	Don Taranto		PAID
37	Upper Thompson San. Dist.	Management/Operation Agency	Chris Bieker	Matt Allen	PAID
38	Weld County	Management Agency	Tom Parko	Katie Sall	PAID
39	Wellington, Town of	Management/Operation Agency	Bob Gowing	Mike Flores	PAID
40	Windsor, Town of	Management/Operation Agency	Dennis Markham		PAID

Associates and Industries

41	NCWCD	Associate	Anna Hermes	Ester Vincent	PAID
42	Carestream	Industry	John Dinges		PAID

42 Representative Votes / 10 Representatives required for Quorum (25%)

rev.4-20-2023

Attachment #2



ASSOCIATION MEETING MINUTES

April 27, 2023, 2:00 PM

1. **CALL MEETING TO ORDER.**

Mr. Thomas called the meeting to order at 2:03 PM.

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

Mr. Thomas notified the membership the meeting was recorded.

3. **DETERMINATION OF A QUORUM FROM MEMBERSHIP.**

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.

Executive Committee Officers Absent –

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

Officer – Tyler Eldridge - Greeley

Officer – Tom Parko – Weld County

Membership –

Anna Hermes - NCWCD

Brandon Cayou – Loveland

Brian Gandy – Loveland

Christina Schroeder – Fort Collins

Chad Birgenheir – Loveland

Dustin Preston – Ault

Joe Creaghe – Loveland

John Dinges – Carestream

Katie Koplitz – Metro Water Recovery

Lauren Light – Weld County

Manuel Freyre – Northglenn

Mary Paterniti – Longmont

Matt Allen - Upper Thompson S.D.

Reed Koenig – Metro Water Recovery

Robby Porsch – Evans

Roy Vestal – Fort Lupton

Public –

Alan Leak – RESPEC

Fernando Romo – JBS

– Mr. Thomas announced a quorum.

4. **APPROVAL OF AGENDA.**

Mr. Hepworth motioned to approve the agenda, seconded by Mr. Fleck - Motion carried unanimously.

5. **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST.**

Mr. Creaghe with the City of Loveland disclosed a conflict of interest with agenda item 9.

6. **PUBLIC COMMENTS.**

No public comments were stated.

7. **APPROVAL OF PAST MINUTES.**

Mr. Allen motioned to approve the March 23, 2023, meeting minutes, seconded by Mr. Dinges. - Motion carried unanimously.

8. **FINANCIAL REPORTS.**

Mr. Hepworth moved to approve the March 2023 financial statements, seconded by Mr. Allen. – Motion carried unanimously.

9. **DECISION ITEM:** City of Loveland Eastside Lift Station Improvements Site Application.
Mr. Gandy and Mr. Birgenheier presented the City of Loveland Eastside Lift Station Improvements site application. The increased capacity will double the firm capacity from 2.8 mgd to 5.6 mgd and increase the total capacity from 5.6 mgd to 8.4 mgd. The project includes the required electrical upgrades for adding a third pump to the lift station. The Eastside Lift Station and project are identified within the City of Loveland's currently approved Utility Plan. Mr. Fleck moved to approve the City of Loveland Eastside Lift Station Capacity Increase Improvements, seconded by Mr. Zick. – Motion carried unanimously.
10. **DECISION ITEM:** Regulation No. 93 Prioritization for Regional TMDLs.
Mr. Thomas discussed and presented how the Association has the opportunity to make recommendations for the prioritization of TMDLs from the current 303d listings. Mrs. Hermes discussed how NCWCD is also exploring and prioritizing TMDLs for a proposal. Mr. Hepworth suggested membership consider the information presented and report back in next month's meeting. Membership took no action.
11. **DISCUSSION ITEM:** Region 2 EPA Watershed Nonpoint Source Plan Update.
Mr. Thomas informed the membership that the Association has entered into a contract for RESPEC to produce the Region's Nonpoint Source EPA 9-Element Watershed plan. Mr. Leak was present and discussed RESPEC's approach to writing the Region's Nonpoint Source EPA 9-Element Watershed plan.
12. **DISCUSSION ITEM:** Colorado Healthy Rivers Fund Grant.
Mr. Thomas provided an update on the Colorado Healthy Rivers Fund Grant award announcement has been extended into May.
13. **OTHER BUSINESS:**
Workgroup Update Presentations can be accessed [here](#).
14. **ADJOURN**

Attachment #3

North Front Range Water Quality Planning Association
Financial Balance Sheet Statement - Budget vs. Actual - Cash Basis
As of April 30, 2023 and March 31, 2023

	<u>April 30, 23</u>	<u>March 31, 23</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Checking NFRWQPA	15,199.26	29,204.58	-14,005.32
1250 · Colorado Trust NFRWQPA	666,170.23	663,423.74	2,746.49
Total Checking/Savings	<u>681,369.49</u>	<u>692,628.32</u>	<u>-11,258.83</u>
Other Current Assets			
1500 · Security Deposit	1,353.00	1,353.00	0.00
Total Other Current Assets	<u>1,353.00</u>	<u>1,353.00</u>	<u>0.00</u>
Total Current Assets	<u>682,722.49</u>	<u>693,981.32</u>	<u>-11,258.83</u>
TOTAL ASSETS	<u>682,722.49</u>	<u>693,981.32</u>	<u>-11,258.83</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · Mark's CC x7640	273.58	1,158.95	-885.37
Total Credit Cards	<u>273.58</u>	<u>1,158.95</u>	<u>-885.37</u>
Other Current Liabilities			
2300 · Pension Payable	521.60	521.60	0.00
24000 · Payroll Liabilities			
2406 · Accrued Vacation Payable	1,592.31	1,592.31	0.00
2407 · PERA	2,335.61	2,335.61	0.00
Total 24000 · Payroll Liabilities	<u>3,927.92</u>	<u>3,927.92</u>	<u>0.00</u>
Total Other Current Liabilities	<u>4,449.52</u>	<u>4,449.52</u>	<u>0.00</u>
Total Current Liabilities	<u>4,723.10</u>	<u>5,608.47</u>	<u>-885.37</u>
Total Liabilities	4,723.10	5,608.47	-885.37
Equity			
2810 · Assets Beginning of Year	572,240.82	572,240.82	0.00
32000 · Retained Earnings	-20,229.24	-20,229.24	0.00
Net Income	125,987.81	136,361.27	-10,373.46
Total Equity	<u>677,999.39</u>	<u>688,372.85</u>	<u>-10,373.46</u>
TOTAL LIABILITIES & EQUITY	<u>682,722.49</u>	<u>693,981.32</u>	<u>-11,258.83</u>

No assurance is provided on these financial statements.
The financial statements do not include a statement of cash flows.
Substantially all disclosures required by GAAP omitted.

North Front Range Water Quality Planning Association
Statements of Revenue and Expenses - Budget vs. Actual - Cash Basis - Summary
For the One Month and Four-Month Periods Ended April 30, 2022

	<u>April 23</u>	<u>Jan-April 23</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
9010 · Membership Dues	1,000.00	166,650.00	163,625.00	101.85
9015 · Nonmember Review Fees	-	3,985.00	-	-
9020 · Interest Income	2,746.49	9,421.44	500.00	1,884.29
9030 · CDPH & E	-	-	23,700.00	-
9040 · 319 Grants NPS Watershed Plan	-	25,000.00	25,000.00	100.00
9990 · Miscellaneous	-	-	-	-
Total Revenues	<u>3,746.49</u>	<u>205,056.44</u>	<u>212,825.00</u>	<u>96.35</u>
Expenses				
3100 · Salary	11,620.08	46,480.31	154,008.00	30.18
3600 · Workman's Compensation	-	273.00	425.00	64.24
5010 · Rent & Utilities	1,353.00	5,412.00	20,000.00	27.06
5100 · Telephone Cellular	75.00	300.00	900.00	33.33
5120 · Interest	-	-	10.00	-
5130 · Internet Service	143.66	574.02	3,000.00	19.13
5140 · IT Support	-	2,624.15	5,000.00	52.48
5150 · Advertising	-	-	500.00	-
5160 · Insurance	-	-	750.00	-
5300 · Office Supplies	-	364.58	2,000.00	18.23
5350 · Postage	-	-	150.00	-
5400 · Dues & Subscriptions	-	6,247.51	10,000.00	62.48
5425 · Intergovernmental Assist	-	1,243.00	10,000.00	12.43
5450 · Training	-	-	500.00	-
5500 · Mileage Reimbursement	-	52.32	1,000.00	5.23
5510 · Meals & Lodging	70.71	229.38	2,500.00	9.18
5520 · Transportation	-	-	1,000.00	-
5550 · Conferences	-	-	3,000.00	-
5600 · Accounting	250.00	1,167.50	4,500.00	25.94
5650 · Auditing	-	-	7,500.00	-
5700 · Legal	322.50	322.50	15,000.00	2.15
5750 · Bank Charges	-	0.49	50.00	0.98
5800 · Capital Recovery	-	-	750.00	-
5850 · Capital Expenditures	-	-	5,000.00	-
6010 · Contract Services/GIS	285.00	11,277.87	50,000.00	22.56
6011 · Contract Services Office	-	-	2,500.00	-
6025 · Operations Contingency w/	-	-	20,000.00	-
Total Expenses	<u>14,119.95</u>	<u>76,568.63</u>	<u>320,043.00</u>	<u>23.92</u>
Net Revenues and Expenses	<u>(10,373.46)</u>	<u>128,487.81</u>	<u>(107,218.00)</u>	<u>(119.84)</u>

No assurance is provided on these financial statements.
The financial statements do not include a statement of cash flows.
Substantially all disclosures required by GAAP omitted.