



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

ASSOCIATION MEETING AGENDA

December 21, 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](tel:+17207396745)

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 (page3).
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 meeting minutes from October 26, 2023.
8. **FINANCIAL REPORTS:** – Attachment #3 (pages 7-11).
For review and consideration are the financial statements from October and November 2023.
9. **DECISION ITEM:** [St. Vrain Sanitation District WWTF Rerating Site Applications.](#)
The St. Vrain Sanitation District has submitted site applications for increasing treatment capacity from 6MGD to 8MGD. The project includes a site application amendment (22.10) and a site application (22.7) for the required construction to increase treatment capacity. The Site Applications document the needed improvements for the influent pump station and UV disinfection required to expand treatment to 8MGD. The referenced projects to increase capacity are documented within St. Vrain Sanitation District's currently approved Utility Plan.
Recommendation: Membership Approval

10. **DECISION ITEM:** [Town of Mead Site Application Phosphorus Improvements](#).

The Town of Mead has submitted a site application (22.10) regarding chemical phosphorus removal improvements. A chemical system for removing total phosphorus (TP) is needed to meet the goals of the CDPHE Nutrient Incentive Program (Policy 17-1). Consistently achieving an effluent TP concentration of 1 mg/l or less will require the chemical addition of aluminum sulfate. The referenced project is documented within Mead’s currently approved Utility Plan.

Recommendation: Membership Approval

11. **DECISION ITEM:** Utility Plan Policy update.

The Association Public Noticed the revisions or updates to the Utility Plan Policy Document on October 24, 2023, by email and posting the public notice [here](#) on the website. The update includes ensuring the Utility Plan Policy Document aligns with the Association’s [208 Areawide Water Quality Management Plan](#) policies. Revisions include updating grammatical errors and typos and clarifying the Utility Plan Policy Document requirements. New to the Utility Plan Policy Document, agencies must submit GIS Shapefiles for their current and future sewer collection system, including current and future lift stations, to the Association upon submittal of a Utility Plan for review. This new requirement fulfills an obligation for the Association’s annual 604(b) funding.

Recommendation: Membership Approval

12. **DECISION ITEM:** Association Executive Committee.

The Executive Committee officers listed below have agreed to serve in the capacities listed below in 2024.

- | | |
|------------|--|
| Chair | - Brain Zick (Boxelder S.D.) |
| Vice-Chair | - Tyler Eldridge (City of Greeley) |
| Treasure | - Robert Fleck (St. Vrain S.D.) |
| at large | - Chris Bieker (Upper Thompson S.D.) |
| at large | - Tom Parko (Weld County) |
| at large | - Derik Caudill (South Ft. Collins S.D.) |
| at large | - Mark Oberschmidt (City of Evans) |

Recommendation: Membership Approval

13. **DISCUSSION ITEM:** Utility Plan Review Committee Members.

The current Utility Plan Review Committee Members have agreed to serve in 2024 in the capacity listed below. The Association needs nominations/volunteers for additional Utility Plan Review Committee Members.

- | | |
|-------|--|
| Chair | - Rob Fleck (St. Vrain S.D.) - confirmed |
| | - Chris Manley (Larimer County) - confirmed |
| | - Keila Flores (Larimer County) - confirmed |
| | - Derik Caudill (South Ft. Collins S.D.) - confirmed |

14. **OTHER BUSINESS:**

Workgroup Update Presentations can be accessed [here](#).

15. **ADJOURN**

NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION

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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	Robby Porsch	Mark Oberschmidt	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	Steve Stamey	Wayne Ramey	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.6-28-2023

Attachment #2



ASSOCIATION MEETING MINUTES

October 26, 2023, 2:00 PM

1. **CALL MEETING TO ORDER.**

Mr. Thomas called the meeting to order at 2:04 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 –
Officer – Mark Oberschmidt – Evans

Executive Committee Officers Absent –

Chair – Brian Zick – Boxelder S.D.

Vice Chair – Vacant

Treasurer – Robert Fleck – St. Vrain S.D.

Officer – Chris Bieker – Upper Thompson S.D.

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

Officer – Tyler Eldridge – Greeley

Officer – Tom Parko – Weld County

Membership –

Anna Hermes – NCWCD

Annie Noble – Longmont

Brian Stone – Evans

Brad Simons – Milliken (MMI)

Brandon Cayou – Loveland

Cody Sims – Evans

Cheryl Powell – Milliken

Chris Manley – Larimer County

Dave Cross – St. Vrain S.D.

Don Stonebrink – Milliken

John Dinges – Carestream

Josh Leyba – Platteville

Katie Sall – Weld County

Lyndsay Holbrook – Weld County

Mary Paterniti – Longmont

Robby Porsch – Evans

Shelley Stanley – Northglenn

Public –

Nathan Martinson – MC Engineers

– Mr. Thomas announced a quorum.

4. **APPROVAL OF AGENDA.**

Mr. Oberschmidt motioned to approve the agenda, seconded by Mr. Simons - Motion carried unanimously.

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

Mr. Oberschmidt and Mr. Porsch, representing the City of Evans, recused themselves from agenda item No. 9.

6. **PUBLIC COMMENTS.**

No public comments were stated.

7. **APPROVAL OF PAST MINUTES.**

Mr. Oberschmidt motioned to approve the September 28, 2023, meeting minutes, seconded by Mr. Simons. – the motion carried unanimously.

8. **FINANCIAL REPORTS.**

Mr. Oberschmidt moved to approve the September 2023 financial statements, seconded by Mr. Leyba. – the motion carried unanimously.

9. **DECISION ITEM:** The City of Evans Utility Plan and 208 Boundary Modification.

Mr. Thomas introduced the City of Evans Utility Plan and 208 Boundary Modification for consideration, discussing public comments submitted by the Town of Milliken regarding Evans' 208 Boundary modification and the Utility Plan Review Committee findings. From the September 28, 2023, Association meeting, membership recommended Evans coordinate with the Town of Milliken and LaSalle regarding modifying their 208 Boundary and schedule the project for reconsideration during the October 26, 2023, membership meeting. As a result, the City of Evans will not be modifying its 208 Boundary at this time in agreement with Milliken and LaSalle. As such, the City of Evans removed all references and figures in the proposed Utility Plan regarding modifying its 208 Boundary. All parties, Evans, Milliken, and LaSalle, agreed to collaborate on providing regional sewer service in a coordinated, agreed-upon effort modifying the 208 boundary in the future.

Mr. Simons moved to approve the revised City of Evans Utility Plan, seconded by Mr. Leyba. – the motion carried unanimously.

10. **DECISION ITEM:** City of Evans Roadway Lift Station Site Application

Mr. Thomas introduced the Evans Roadway Lift Station Site Application, followed by Mr. Martinson with MC Engineers presenting the project for consideration. The lift station is located southwest of 31st Street and the HWY 85 intersection, servicing approximately 11.39 acres. The lift station will have a capacity of 150 GPM and 154.7 lbs. BOD/day increasing the treatment facility's hydraulic loading to 58.6% and the organic loading to 84% of the total capacity. The City of Evans will provide the operations and maintenance of the lift station.

Mr. Leyba moved to approve the Evans Roadway Lift Station Site Application, seconded by Mrs. Stanley. – the motion carried unanimously.

11. **OTHER BUSINESS:**

Workgroup Update Presentations can be accessed [here](#).

12. **ADJOURN**

Attachment #3

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

	<u>Oct. 31, 23</u>	<u>Sept. 30, 23</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Checking NFRWQPA	12,228.81	19,495.85	-7,267.04
1250 · Colorado Trust NFRWQPA	605,801.22	630,401.42	-24,600.20
Total Checking/Savings	<u>618,030.03</u>	<u>649,897.27</u>	<u>-31,867.24</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>619,383.03</u>	<u>651,250.27</u>	<u>-31,867.24</u>
TOTAL ASSETS	<u>619,383.03</u>	<u>651,250.27</u>	<u>-31,867.24</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · Mark's CC x7640	360.94	1,242.11	-881.17
Total Credit Cards	<u>360.94</u>	<u>1,242.11</u>	<u>-881.17</u>
Other Current Liabilities			
2300 · Pension Payable	621.60	621.60	0.00
24000 · Payroll Liabilities	0.00	0.00	0.00
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>4,549.52</u>	<u>4,549.52</u>	<u>0.00</u>
Total Current Liabilities	<u>4,910.46</u>	<u>5,791.63</u>	<u>-881.17</u>
Total Liabilities	4,910.46	5,791.63	-881.17
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	<u>62,460.99</u>	<u>93,447.06</u>	<u>-30,986.07</u>
Total Equity	<u>614,472.57</u>	<u>645,458.64</u>	<u>-30,986.07</u>
TOTAL LIABILITIES & EQUITY	<u>619,383.03</u>	<u>651,250.27</u>	<u>-31,867.24</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 Ten-Month Periods Ended October 31, 2023

	<u>October 23</u>	<u>Jan-Oct 23</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
9010 · Membership Dues		166,650.00	163,625.00	101.85
9015 · Nonmember Review Fees		3,985.00		
9020 · Interest Income	2,899.80	26,552.43	500.00	5,310.49
9030 · CDPH & E	-	23,450.00	23,700.00	98.95
9040 · 319 Grants NPS Watershed Plan	-	35,500.00	25,000.00	142.00
9990 · Miscellaneous	-	-	-	-
Total Revenues	<u>2,899.80</u>	<u>256,137.43</u>	<u>212,825.00</u>	<u>120.35</u>
Expenses				
3100 · Salary	11,620.08	116,200.76	154,008.00	75.45
3600 · Workman's Compensation	-	273.00	425.00	64.24
5010 · Rent & Utilities	1,353.00	13,530.00	20,000.00	67.65
5100 · Telephone Cellular	75.00	750.00	900.00	83.33
5120 · Interest	-	-	10.00	-
5130 · Internet Service	142.97	1,431.57	3,000.00	47.72
5140 · IT Support	-	3,964.03	5,000.00	79.28
5150 · Advertising	-	-	500.00	-
5160 · Insurance	-	500.00	750.00	66.67
5300 · Office Supplies	179.79	1,552.77	2,000.00	77.64
5350 · Postage	-	12.60	150.00	8.40
5400 · Dues & Subscriptions	-	6,697.51	10,000.00	66.98
5425 · Intergovernmental Assist	-	3,743.00	10,000.00	37.43
5450 · Training	-	-	500.00	-
5500 · Mileage Reimbursement	-	52.32	1,000.00	5.23
5510 · Meals & Lodging	80.03	598.15	2,500.00	23.93
5520 · Transportation	-	-	1,000.00	-
5550 · Conferences	-	125.00	3,000.00	4.17
5600 · Accounting	260.00	2,572.50	4,500.00	57.17
5650 · Auditing	-	-	7,500.00	-
5700 · Legal	-	1,784.50	15,000.00	11.90
5750 · Bank Charges	-	0.49	50.00	0.98
5800 · Capital Recovery	-	-	750.00	-
5850 · Capital Expenditures	-	-	5,000.00	-
6010 · Contract Services/GIS	20,175.00	39,888.24	50,000.00	79.78
6011 · Contract Services Office	-	-	2,500.00	-
6025 · Operations Contingency w/	-	-	20,000.00	-
Total Expenses	<u>33,885.87</u>	<u>193,676.44</u>	<u>320,043.00</u>	<u>60.52</u>
Net Revenues and Expenses	<u>(30,986.07)</u>	<u>62,460.99</u>	<u>(107,218.00)</u>	<u>(58.26)</u>

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

	<u>Nov 30, 23</u>	<u>Oct. 31, 23</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Checking NFRWQPA	8,760.83	12,228.81	-3,467.98
1250 · Colorado Trust NFRWQPA	595,801.22	605,801.22	-10,000.00
Total Checking/Savings	<u>604,562.05</u>	<u>618,030.03</u>	<u>-13,467.98</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>605,915.05</u>	<u>619,383.03</u>	<u>-13,467.98</u>
TOTAL ASSETS	<u>605,915.05</u>	<u>619,383.03</u>	<u>-13,467.98</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · Mark's CC x7640	353.47	360.94	-7.47
Total Credit Cards	<u>353.47</u>	<u>360.94</u>	<u>-7.47</u>
Other Current Liabilities			
2300 · Pension Payable	621.60	621.60	0.00
24000 · Payroll Liabilities	0.00	0.00	0.00
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>4,549.52</u>	<u>4,549.52</u>	<u>0.00</u>
Total Current Liabilities	<u>4,902.99</u>	<u>4,910.46</u>	<u>-7.47</u>
Total Liabilities	<u>4,902.99</u>	<u>4,910.46</u>	<u>-7.47</u>
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	<u>49,000.48</u>	<u>62,460.99</u>	<u>-13,460.51</u>
Total Equity	<u>601,012.06</u>	<u>614,472.57</u>	<u>-13,460.51</u>
TOTAL LIABILITIES & EQUITY	<u>605,915.05</u>	<u>619,383.03</u>	<u>-13,467.98</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 Eleven-Month Periods Ended November 30, 2023

	<u>November 23</u>	<u>Jan-Nov 23</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
9010 - Membership Dues		166,650.00	163,625.00	101.85
9015 - Nonmember Review Fees		3,985.00		
9020 - Interest Income	2,740.87	29,293.30	500.00	5,858.66
9030 - CDPH & E	-	23,450.00	23,700.00	98.95
9040 - 319 Grants NPS Watershed Plan	-	35,500.00	25,000.00	142.00
9990 - Miscellaneous	-	-	-	-
Total Revenues	<u>2,740.87</u>	<u>258,878.30</u>	<u>212,825.00</u>	<u>121.64</u>
Expenses				
3100 - Salary	11,620.07	127,820.83	154,008.00	83.00
3600 - Workman's Compensation	-	273.00	425.00	64.24
5010 - Rent & Utilities	1,535.00	15,065.00	20,000.00	75.33
5100 - Telephone Cellular	75.00	825.00	900.00	91.67
5120 - Interest	-	-	10.00	-
5130 - Internet Service	(73.21)	1,358.36	3,000.00	45.28
5140 - IT Support	-	3,964.03	5,000.00	79.28
5150 - Advertising	-	-	500.00	-
5160 - Insurance	-	500.00	750.00	66.67
5300 - Office Supplies	41.50	1,594.27	2,000.00	79.71
5350 - Postage	-	12.60	150.00	8.40
5400 - Dues & Subscriptions	-	6,697.51	10,000.00	66.98
5425 - Intergovernmental Assist	-	3,743.00	10,000.00	37.43
5450 - Training	-	-	500.00	-
5500 - Mileage Reimbursement	-	52.32	1,000.00	5.23
5510 - Meals & Lodging	52.15	650.30	2,500.00	26.01
5520 - Transportation	-	-	1,000.00	-
5550 - Conferences	-	125.00	3,000.00	4.17
5600 - Accounting	210.00	2,782.50	4,500.00	61.83
5650 - Auditing	-	-	7,500.00	-
5700 - Legal	-	1,784.50	15,000.00	11.90
5750 - Bank Charges	-	0.49	50.00	0.98
5800 - Capital Recovery	-	-	750.00	-
5850 - Capital Expenditures	-	-	5,000.00	-
6010 - Contract Services/GIS	-	39,888.24	50,000.00	79.78
6011 - Contract Services Office	-	-	2,500.00	-
6025 - Operations Contingency w/	-	-	20,000.00	-
Total Expenses	<u>13,460.51</u>	<u>207,136.95</u>	<u>320,043.00</u>	<u>64.72</u>
Net Revenues and Expenses	<u>(10,719.64)</u>	<u>51,741.35</u>	<u>(107,218.00)</u>	<u>(48.26)</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.