



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

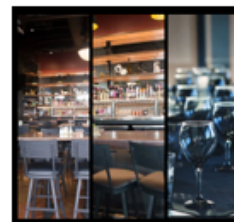
ASSOCIATION MEETING AGENDA

October 27, 2022 @ 2:00 PM

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: 998 959 026#

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

NFRWQPA 2022 Annual Social October 27, 2022 @ 2-6 PM



You're Invited

The Association will have its monthly meeting on October 27 at Lazy Dog Bar & Grill, followed by the Association Annual Social event. To provide members an opportunity to network among peers to promote collaboration within the 208 Planning region. The meeting will still be available via Microsoft Teams for those who can't attend the meeting.



October 27, 2022
2-6pm

Please RSVP @ mthomas@nfrwqpa.org
by October 20, 2022

Limit-2 people per agency
2 drink tickets and one entrée tickets per person

www.nfrwqpa.org

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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 4-7).
For review and consideration are the September 22, 2022, meeting minutes.
8. **FINANCIAL REPORTS:** – Attachment #3 (pages 8-10).
For review and consideration is the September 2022 financial statement.
9. **DISCUSSION ITEM:** Town of Windsor North Sewer Line Extension Site Application.
The proposed North Sewer Line Extension will be gravity driven with a 30" PVC main constructed from the existing connection to the manhole at the connection of the future main that is anticipated to parallel the Greely water mains to County Road 15 and County Road 72 intersection. The length of the extension is approximately 5,750 feet. The remainder of phase 1 will be a 15" pipe. The project is included in the Town's approved Utility Plan. Per Association policy, the manager may certify the proposed interceptor, followed by membership notification at the next association meeting. The Town of Windsor North Sewer Line Extension Site Application and associated materials can be accessed [here](#).
10. **DISCUSSION ITEM:** Town of Windsor Southwest Trautman 27" Interceptor Realignment Site Application.
The proposed Southwest Trautman 27" Interceptor realignment will be a 27" gravity line. The line is located on the southeast corner of County Road 17 and Crossroads Blvd. The project is included in the Town's approved Utility Plan. Per Association policy, the manager may certify the proposed interceptor, followed by membership notification at the next association meeting. The Town of Windsor Southwest Trautman 27" Interceptor realignment Site Application and associated materials can be accessed [here](#).
11. **OTHER BUSINESS:**
 - a) Workgroup Update Presentations can be accessed [here](#).
12. **ADJOURN**

Attachment #1

NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION

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Designated Management and Operation Agency Members

	Designation	Primary Contact	Alternate Contact	2022 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 Eaton, Town of	Management/Operation Agency	Greg Brinck	Wesley LaVanchy	PAID
7 Erie, Town of	Management/Operation Agency	Jon Coyle	Bruce Chameroy	PAID
8 Estes Park, Town of	Management Agency	Chris Eshelman	Reuben Bergsten	PAID
9 Estes Park Sanitation District	Operation Agency	James Duell		PAID
10 Evans, City of	Management/Operation Agency	Randy Ready	Todd Hepworth	PAID
11 Fox Acres Community Services	Private Agency	Richard Hopp	Ted Carter	PAID
12 Ft. Collins, City of	Management/Operation Agency	Kathryne Marko	Jesse Schlam	PAID
13 Ft. Lupton, City of	Management/Operation Agency	Chris Cross		PAID
14 Galeton Water & Sanitation District	Operation Agency	William Warren		PAID
15 Greeley, City of	Management/Operation Agency	Jeremy Woolf	Adam Prior	PAID
16 Hudson, Town of	Management/Operation Agency	Jennifer Woods	Interim Manager/Planning Director	PAID
17 Johnstown, Town of	Management/Operation Agency	Ellen Hilbig	Matt LeCerf	PAID
18 Keenesburg, Town of	Management/Operation Agency	Mark Gray		PAID
19 Kersey, Town of	Management/Operation Agency	Christian Morgan		PAID
20 Larimer County	Management Agency	Chris Manley	Keila Flores	PAID
21 LaSalle, Town of	Management/Operation Agency	Barry Schaeffer		PAID
22 Lochbuie, Town of	Management/Operation Agency	Brian McBroom		PAID
23 Longmont, City of	Management/Operation Agency	Mary Paterniti	Annie Noble	PAID
24 Loveland, City of	Management/Operation Agency	Joe Creaghe	Brandon Cayou	PAID
25 Mead, Town of	Management/Operation Agency	Hellen Migchelbrink	Erika Rasmussen	PAID
26 Metro Water Recovery	Operation Agency	Reed Koenig	Katie Koplitz	PAID
27 Milliken, Town of	Management/Operation Agency	Don Stonebrink	Brad Simons	PAID
28 Northglenn, City of	Management/Operation Agency	Manuel Freye	Shelley Stanley	PAID
29 Pierce, Town of	Management/Operation Agency	Pat Larson		PAID
30 Platteville, Town of	Management/Operation Agency	David Brand	Josh Leyba	PAID
Resource Colorado Water & Sanitation				
31 Metro District		Paul Wilson	Scott Pearson	PAID
32 Severance, Town of	Management/Operation Agency	Nicholas Wharton	Mike Ketterling	PAID
33 South Ft. Collins San. Dist.	Management/Operation Agency	Derik Caudill	Eric Bailey	PAID
34 St. Vrain Sanitation District	Management/Operation Agency	Rob Fleck	Dave Cross	PAID
35 Timnath, Town of	Management/Operation Agency	Don Taranto		PAID
36 Upper Thompson San. Dist.	Management/Operation Agency	Chris Bieker	Matt Allen	PAID
37 Weld County	Management Agency	Tom Parko / Skip Holland	Katie Sall	PAID
38 Wellington, Town of	Management/Operation Agency	Bob Gowing	Mike Flores	PAID
39 Windsor, Town of	Management/Operation Agency	Dennis Markham		PAID

Associates and Industries

40 NCWCD	Associate	Curtis Hartenstine	Ester Vincent	PAID
41 Carestream	Industry	John Dinges		PAID

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

rev.9-30-2022

Attachment #2



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

ASSOCIATION MEETING MINUTES

September 22, 2022; 2:00 PM

Remote Meeting

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.

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

Officer – Tom Parko – Weld County

Officer – Chris Bieker – Upper Thompson S.D.

Officer – Jeremy Woolf – Greeley

Executive Committee Officers Absent –

Officer – Todd Hepworth – Evans

Vice-Chair – Vacant

Membership –

Anna Hermes – NWCD

Brandon Cayou – Loveland

Dustin Preston – Ault

Joe Creaghe – Loveland

John Dinges – Carestream

Katie Koplitz – Metro Water Recovery

Katie Sall – WCDPHE

Kathryne Marko – Fort Collins

Keila Flores – Larimer County

Matt Allen – Upper Thompson S.D.

Robby Porsch – Evans

Suzanne Jurgens – Upper Thompson S.D.

Public –

Fernando Molina – JBS

Derek Glosson – Glosson Development

Eric Hein- Merrick

Nathan Zierer – Richmark Companies

Steve Ravel – Merrick

Eric Wernsman – Wernsman Engineering &
Land Development, LLC

– Mr. Thomas announced a quorum.

4. **APPROVAL OF AGENDA.**

Mr. Bieker motioned to approve the agenda, seconded by Mr. Woolf - Motion carried unanimously.

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

No conflicts of interest were disclosed.

6. **PUBLIC COMMENTS.**

No public comments were stated.

7. **APPROVAL OF PAST MINUTES.**

Mr. Bieker moved to approve the meeting minutes from July 28, 2022, seconded by Mr. Zick. – Motion carried unanimously.

8. **FINANCIAL REPORTS.**

Ms. Marko moved to approve the July & August 2022 financial statements, seconded by Mr. Woolf. – Motion carried unanimously.

9. **DISCUSSION ITEM**: Association 2021 Financial Audit.
Mr. Thomas presented Association’s 2021 Audit informing the membership that the auditor discovered no minor or significant findings.
10. **DECISION ITEM**: Executive Committee Nomination.
Ms. Marko, with the City of Fort Collins, was nominated to fulfill the vacant Executive Committee seat. Mr. Bieker moved to approve Ms. Marko’s nomination to fulfill the vacant Executive Committee seat, seconded by Mr. Zick. – Motion carried unanimously.
11. **DECISION ITEM**: Executive Committee Vice-Chair Nomination.
Mr. Woolf, with the City of Greeley, was nominated to fulfill the vacant Executive Committee Vice-Chair seat. Mr. Bieker moved to approve Mr. Woolf’s nomination to fulfill the vacant Executive Committee Vice-Chair seat, seconded by Mr. Fleck. – Motion carried unanimously.
12. **DISCUSSION ITEM**: 2022 - 208 Areawide Water Quality Management Plan (208 AWQMP).
Mr. Thomas presented the discussion for the Final Draft of the 2022- 208 AWQMP that is due to the WQCD on September 27 and scheduled for consideration with the WQCC on December 12. The 2022 – 208 Areawide Water Quality Management Plan will be posted [here](#) on the Association’s website on or before the week of October 10. The Association’s Public Notice regarding the 2022- 208 AWQMP is posted [here](#).
13. **DECISION ITEM**: Upper Thompson Sanitation District Fish Creek Lift Station Site Application.
Mr. Bieker with the Upper Thompson Sanitation District presented the proposed Fish Creek Lift Station as part of the larger improvements project for the District that includes a proposed new Water Reclamation Facility (WRF), which is being permitted concurrently. Mr. Eric Hein with Merrick also provided a presentation and a short Q&A session with the membership. The project is included in the District’s approved Utility Plan. The existing Fish Creek Lift Station collects flows from the southeast portion of the District’s Wastewater Utility Service Area and pumps through a parallel forcemain to a gravity system that discharges into the equalization tanks at the existing District Wastewater Treatment Facility. This lift station is reaching the end of its useful life and requires replacement. The project is included in the District’s currently approved Utility Plan. The Fish Creek Lift Station Site Application and associated materials can be accessed [here](#). Mr. Thomas explained regarding easements and land ownership for the project that the UTSD is waiting for approval from the U.S. Bureau of Reclamation regarding the Special Use Permit for the siting of the lift station. Mr. Fleck moved to approve the UTSD Fish Creek Lift Station, seconded by Ms. Marko. – Motion carried unanimously.
14. **DECISION ITEM**: Upper Thompson Sanitation District Wapiti Lift Station Site Application.
Mr. Bieker with the Upper Thompson Sanitation District presented the proposed Wapiti Lift Station as part of a larger improvements project for the District that includes a proposed new Water Reclamation Facility (WRF), which is being permitted concurrently. Mr. Eric Hein with Merrick also provided a presentation and a short Q&A session with the membership. The project is included in the District’s approved Utility Plan. The Wapiti Lift Station will replace the existing Thompson River Lift Station. The existing Thompson River Lift Station collects flows from the majority of the District WUSA and pumps them to the headworks of the existing adjacent District Wastewater Treatment Facility (WWTF). This lift station is not only reaching the end of its useful life but, with the proposed WRF construction at a new site, will no longer be adequate for meeting the hydraulic requirements and future buildout capacity planned for the proposed WRF. The Wapiti Lift Station Site Application and associated materials can be accessed [here](#). Mr. Thomas explained regarding easements and land ownership for the project that the UTSD is waiting for approval from the U.S. Bureau of Reclamation regarding the Special Use Permit for the siting of the lift station. Mr. Fleck moved to approve the UTSD Wapiti Lift Station, seconded by Mr. Woolf. – Motion carried unanimously.
15. **DECISION ITEM**: City of Greeley Lift Station #15 Site Application.

Mr. Derek Glosson with Glosson Development, LLC presented the City of Greeley Lift Station #15 Site Application and the proposed relocation of the Lift Station and forcemain. The proposed lift station will replace the existing Lift Station No. 15. It will provide service for the Hope Springs PUD development consisting of 43.42 acres, plus an additional 45.63 acres of undeveloped land to the west, plus four existing residential homes that are currently being serviced by onsite wastewater treatment systems. The project is included in the City's approved Utility Plan. The City of Greeley Lift Station #15 Site Application and associated materials can be accessed [here](#). Mr. Fleck moved to approve the City of Greeley Lift Station #15, seconded by Mr. Bieker. – Motion carried unanimously.

16. **DECISION ITEM**: Town of Windsor North Sewer Line Extension Site Application.

NOTE: Membership moved this agenda to the Association's October meeting for consideration.

17. **OTHER BUSINESS**:

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

18. **ADJOURN**

DRAFT

Attachment #3

North Front Range Water Quality Planning Association
Financial Balance Sheet Statement - Budget vs. Actual - Cash Basis
As of September 30, 2022 and August 31, 2022

	<u>Sept 30, 22</u>	<u>Aug 31, 22</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Checking NFRWQPA	3,265.83	13,931.87	-10,666.04
1250 · Colorado Trust NFRWQPA	601,369.29	618,063.02	-16,693.73
Total Checking/Savings	<u>604,635.12</u>	<u>631,994.89</u>	<u>-27,359.77</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>605,988.12</u>	<u>633,347.89</u>	<u>-27,359.77</u>
TOTAL ASSETS	<u>605,988.12</u>	<u>633,347.89</u>	<u>-27,359.77</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · Mark's CC x7640	867.76	584.20	283.56
Total Credit Cards	<u>867.76</u>	<u>584.20</u>	<u>283.56</u>
Other Current Liabilities			
2300 · Pension Payable	498.47	498.47	0.00
24000 · Payroll Liabilities			
2406 · Accrued Vacation Payable	1,592.31	1,592.31	0.00
2407 · PERA	2,058.18	2,058.18	0.00
Total 24000 · Payroll Liabilities	<u>3,650.49</u>	<u>3,650.49</u>	<u>0.00</u>
Total Other Current Liabilities	<u>4,148.96</u>	<u>4,148.96</u>	<u>0.00</u>
Total Current Liabilities	<u>5,016.72</u>	<u>4,733.16</u>	<u>283.56</u>
Total Liabilities	<u>5,016.72</u>	<u>4,733.16</u>	<u>283.56</u>
Equity			
2810 · Assets Beginning of Year	572,240.82	572,240.82	0.00
32000 · Retained Earnings	-13,380.51	-13,380.51	0.00
Net Income	42,111.09	69,754.42	-27,643.33
Total Equity	<u>600,971.40</u>	<u>628,614.73</u>	<u>-27,643.33</u>
TOTAL LIABILITIES & EQUITY	<u>605,988.12</u>	<u>633,347.89</u>	<u>-27,359.77</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
Income Statement of Revenue and Expenses - Budget vs. Actual - Cash Basis
For the One-Month and Nine-Month Periods Ended September 30, 2022

	<u>Sept 22</u>	<u>Jan-Sept 22</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
9010 · Membership Dues		164,900.00	159,375.00	103.47
9015 · Nonmember Review Fees		-		
9020 · Interest Income	1,306.27	4,842.47	250.00	1,936.99
9030 · CDPH & E	-	12,800.00	10,500.00	121.90
9990 · Miscellaneous	-	46.00	-	100.00
Total Revenues	<u>1,306.27</u>	<u>182,588.47</u>	<u>170,125.00</u>	<u>107.33</u>
Expenses				
3100 · Salary	8,005.77	72,051.93	100,000.00	72.05
3101 · Health Insurance Allow.	667.93	6,011.37	8,400.00	71.56
3102 · Dental Allowance	-	-	550.00	-
3103 · Vision Stipend	-	-	200.00	-
3200 · Health Insurance	-	-	12,000.00	-
3220 · Life Insurance	-	-	100.00	-
3300 · Retirement Contributions	173.47	1,561.23	2,000.00	78.06
3400 · FICA/PERA Manager	1,403.41	12,370.46	20,000.00	61.85
3600 · Workman's Compensation	-	-	425.00	-
5010 · Rent & Utilities	1,353.00	12,096.00	16,250.00	74.44
5100 · Telephone Cellular	75.00	675.00	900.00	75.00
5120 · Interest	-	-	10.00	-
5130 · Internet Service	143.91	1,289.32	2,000.00	64.47
5140 · IT Support	26.00	2,953.28	3,000.00	98.44
5150 · Advertising	315.00	315.00	500.00	63.00
5160 · Insurance	-	500.00	450.00	111.11
5200 · Printing	-	-	-	-
5250 · Legal Notices	-	-	-	-
5300 · Office Supplies	39.57	1,050.01	2,000.00	52.50
5350 · Postage	-	58.00	150.00	38.67
5400 · Dues & Subscriptions	350.00	6,317.39	7,500.00	84.23
5425 · Intergovernmental Assist	-	4,000.00	10,000.00	40.00
5450 · Training	-	-	500.00	-
5500 · Mileage Reimbursement	-	-	2,000.00	-
5510 · Meals & Lodging	-	188.10	2,500.00	7.52
5520 · Transportation	-	-	500.00	-
5550 · Conferences	-	-	2,000.00	-
5600 · Accounting	270.00	2,197.50	4,500.00	48.83
5650 · Auditing	-	-	6,500.00	-
5700 · Legal	-	-	10,000.00	-
5750 · Bank Charges	-	-	50.00	-
5800 · Capital Recovery	-	-	750.00	-
5850 · Capital Expenditures	-	-	4,500.00	-
5900 · Contingency Website	-	-	-	-
6010 · Contract Services/GIS	16,126.54	16,842.79	25,000.00	67.37
6011 · Contract Services Office	-	-	-	-
6020 · Contract Supplies State	-	-	-	-
6025 · Operations Contingency w/	-	-	20,000.00	-
7000 · Miscellaneous Expense	-	-	100.00	-
Total Expenses	<u>28,949.60</u>	<u>140,477.38</u>	<u>265,335.00</u>	<u>52.94</u>
Net Revenues and Expenses	<u>(27,643.33)</u>	<u>42,111.09</u>	<u>(95,210.00)</u>	<u>(44.23)</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.