



## ASSOCIATION MEETING AGENDA

December 22, 2022 @ 2:00 PM

Hybrid Meeting

### Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 720-739-6745 United States, Denver

Phone Conference ID: 998 959 026#

*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 (pg. 4).
4. **APPROVAL OF AGENDA.**
5. **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST.**
6. **PUBLIC COMMENTS.**
7. **APPROVAL OF PAST MINUTES.** – Attachment #2 (pages 5-7).  
For review and consideration are the November 17, 2022, meeting minutes.
8. **FINANCIAL REPORTS:** – Attachment #3 (pages 8-10).  
For review and consideration is the November 2022 financial statement.
9. **DISCUSSION ITEM:** 2022 208 Areawide Water Quality Management Plan.  
The [2022-208 Areawide Water Quality Management Plan](#) was approved by the Water Quality Control Commission on December 12, 2022.
10. **DISCUSSION ITEM:** Agency Historical Documentation.  
Over the last two years, the Association has digitized all historical documentation since ≈1978, including [Utility Plans](#), [Site Applications](#), [208 Plan Amendments](#), [Water Quality Reports or Studies](#), [Meeting Minutes](#), [Executive Meeting Minutes](#) and [208 Areawide Water Quality Management Plans](#). Including all Administrative and [designated management and operating agency](#) historical documentation. This material includes 208 planning documentation of your agency over the last three decades and possible water quality studies within your agency's river basin. To determine whether your agency wants the material hard copies returned or

whether to destroy the materials, please review your agency's materials using the links above and email [mthomas@nfrwqpa.org](mailto:mthomas@nfrwqpa.org) by **1/31/23** which of the following two options you choose:

- Option 1: I DO NOT need the hard copies for my agency; please recycle them.
- Option 2: I DO want the hard copies for my agency. I will schedule a time to go through the files prior to 2/28/23.

The above links are publicly available and may be used to download your agency's historical documentation without requesting the original hard copies back. Agencies that request hard copies will need to provide personnel to research and pick up the materials at the Association office. The Association will not sort through hard copies or mail the materials. Hardcopies need to be picked up by February 28, 2023, and destroyed after March 31, 2023.

**11. DECISION ITEM:** 2023 Executive Committee Nominations and offices.

The Executive Committee officers listed below have agreed to serve in 2023. On December 1, 2022, Jeremy Woolf (City of Greeley) resigned as Vice Chair. During the December 1, 2022, Executive Committee meeting, the committee accepted Todd Hepworth's nomination to fulfill the Vice-Chair for 2023. The Association will also take nominations to fill the vacant officer-at-large seat.

Chair	- Brain Zick
Vice-Chair	- Todd Hepworth
Treasure	- Robert Fleck
at large	- Chris Bieker
at large	- Kathryn Marko
at large	- Tom Parko
at large	- Vacant

**12. DECISION ITEM:** 2023 Utility Plan Review Committee Members.

The current Utility Plan Review Committee Members have agreed to serve in 2023 in the capacity listed below.

Chair	- Rob Fleck - confirmed
	- Matt Allen - confirmed
	- Carlos Medina - confirmed
	- Chris Manley - confirmed
	- Keila Flores - confirmed
	- Brian Zick - recuse

**13. DECISION ITEM:** Town of Windsor Brunner Farm Lift Station Site Application.

The Town of Windsor Brunner Farm Lift Station Site Application recommends a decrease in capacity to 425 GPM with the primary objective of replacing and rehabilitating the aging equipment of the lift station. The current lift station capacity is 800 GPM, and since the lift station capacity is being decreased to 425 GPM, site application approval is required per Regulation 22 section 22.9. The Brunner Farm lift station collection flows have reached full buildout, and influent flows have been verified, justifying a reduction in capacity to reduce maintenance and operational costs. Membership may view the Brunner Farm Lift Station Site Application [here](#).

**14. DECISION ITEM:** Site Application Easements.

Currently, the Association policy is to show proof of all obtained right-of-way easements within a Site Application project before the Association will place the project on the agenda for membership

consideration. Is this the Association's responsibility? Should the policy of obtaining all easements before membership consideration and voting be reconsidered? Is this a duplication of services? During the December 1, 2022, Executive Committee meeting, the committee discussed site application easements and recommended the following language be included in the Association Site Application Policy.

The Association recognizes that executed rights-of-way, easements, and/or temporary construction easements are essential elements for the design and construction of Site Improvements per [Regulation No. 22](#) (WQCD, November 12, 2020). While the Association may not perform a "completeness review" of easements and rights-of-way, it is the obligation of Applicants to attest to having secured or being substantially complete with securing executed easements to proceed with construction. The Association may, at their discretion, issue an approval for a Site Application prior to, or in lieu of, full and complete executed rights-of-way and/or easements. Applicants shall submit all right-of-way and easement documentation with Site Applications including all executed agreements, letters of intent, and which properties require condemnation or are in the condemnation process. Given the Division's authority within Regulation No. 22 ensuring project easements are obtained (or executed) before site location approval or construction, the Association may approve Site Applications with unexecuted easements on a case-by-case basis in exchange for an Applicant's attestation of legal authority to construct.

**15. OTHER BUSINESS:**

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

**16. ADJOURN**

<b>NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION</b>
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257 Johnstown Center Dr.; Unit 206  
 Johnstown, CO 80534  
 970.587.8872 - <http://www.nfrwqpa.org>

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

<b>Associates and Industries</b>
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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





## ASSOCIATION MEETING MINUTES

November 17, 2022; 2:00 PM

1. **CALL MEETING TO ORDER.**

Mr. Thomas called the meeting to order at 2:05 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.

Officer – Chris Bieker – Upper Thompson S.D.

Officer – Kathryne Marko – Fort Collins

Officer – Todd Hepworth – Evans

**Executive Committee Officers Absent** –

Vice Chair – Jeremy Woolf – Greeley

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

Officer – Tom Parko – Weld County

**Membership** –

Annie Noble – Longmont

Aaron Richardson – Fort Lupton (Jacobs)

Brandon Cayou – Loveland

Dennis Markham – Windsor

Dustin Preston – Ault

Jesse Schlam – Fort Collins

Joe Creaghe – Loveland

Keila Flores – Larimer County

Mary Paterniti – Longmont

Matt Allen - Upper Thompson S.D.

Robby Porsch – Evans

Shelley Stanley – Northglenn

**Public** –

Fernando Romo Molina – JBS

Kevin Marney – Kimley Horn

Dana Davison – Kimley Horn

Ashley Ficke – GEI Consultants

Shai Kanin – GEI Consultants

Claire Farmer – Hazen & Sawyer

– Mr. Thomas announced a quorum.

4. **APPROVAL OF AGENDA.**

Mr. Zick motioned to approve the agenda, seconded by Mrs. Stanley - 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. Preston moved to approve the meeting minutes from October 27, 2022, seconded by Mr. Allen. – Motion carried unanimously.

8. **FINANCIAL REPORTS.**

Mr. Hepworth moved to approve the October 2022 financial statement, seconded by Mr. Zick. – Motion carried unanimously.

9. **DECISION ITEM:** Town of Erie Highway 52 Sewer Interceptor Site Application; Not Eligible for Certification.

Mrs. Davison with Kimley Horn presented the Town of Erie Highway 52 Sewer Interceptor Site Application for consideration. The proposed 30-inch Highway 52 Sewer Interceptor connects to Erie's North Water Reclamation Facility (NWRF). The interceptor runs approximately 2 miles and conveys flows from the Weld County Road 7, Weld County Road 5, and Highway 52 Basins as development occurs. The project is included in Erie's currently approved Utility Plan. The interceptor is not eligible for certification because the NWRF currently does not have adequate treatment capacity to treat the projected interceptor flows. However, the NWRF is upgrading to increase capacity, which will be completed in 2023. The NWRF expansion will give the NWRF adequate capacity to treat the flows from the interceptor. The Association approved the Site Application for the NWRF expansion on September 1, 2020. The Site Application may be viewed [here](#). Mr. Hepworth moved to approve the Town of Erie Highway 52 Interceptor Site Application, seconded by Mrs. Stanley. – Motion carried unanimously.

10. **PRESENTATION ITEM:** GEI M&E Study.

GEI Consultants will update the findings thus far regarding the Monitoring and Evaluation (M&E) study. The M&E research will provide data to support delisting M&E stream segments within Regulation 93 or support a TMDL listing. The study is to be completed by the 2022 year-end. The presentation is available [here](#). In summary,

the following segments and parameters are trending to be delisted from the M&E listing;

1. Cache la Poudre, COSPCP02a\_B, Dissolved Zinc
2. Crow Creek and Box Elder Creek, COSPMS05c\_A, Dissolved Oxygen
3. South Platte River, COSPUS15\_D, Temperature, nitrate/nitrite
4. Laramie River and Tributaries, COSPLA02a\_A, Dissolved Manganese, pH, Macroinvertebrates

and the following segments and parameters are still undetermined;

1. Laramie River and Tributaries, COSPLA02a\_A, Total Arsenic
2. Laramie River, COSPLA02b\_A, Total Arsenic
3. St. Vrain Creek and tributaries, COSPSV02\_A, Total Arsenic
4. North Fork Cache la Poudre River Tributaries, COSPCP07\_D, e.Coli (no perennial flows, dry river bed?)

**NOTE:** The Total Arsenic data may be determined by the WQCD as below detection limits and considered for M&E delisting.

And the following segments and parameters are trending to remain on the M&E listing;

1. Coal Creek, COSPBO07b\_B, Macroinvertebrates
2. Big Thompson River, COSPBT05\_A, e.Coli
3. Little Thompson River, COSPBT08\_B, Temperature
4. Little Thompson River and tributaries, COSPBT10\_A, Dissolved Oxygen

11. **OTHER BUSINESS:**

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

12. **ADJOURN**





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

	<u>Nov 30, 22</u>	<u>Oct 31, 22</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1100 · Checking NFRWQPA	9,070.95	11,705.15	-2,634.20
1250 · Colorado Trust NFRWQPA	564,734.09	577,957.99	-13,223.90
<b>Total Checking/Savings</b>	<u>573,805.04</u>	<u>589,663.14</u>	<u>-15,858.10</u>
<b>Other Current Assets</b>			
1500 · Security Deposit	1,353.00	1,353.00	0.00
<b>Total Other Current Assets</b>	<u>1,353.00</u>	<u>1,353.00</u>	<u>0.00</u>
<b>Total Current Assets</b>	<u>575,158.04</u>	<u>591,016.14</u>	<u>-15,858.10</u>
<b>TOTAL ASSETS</b>	<u><b>575,158.04</b></u>	<u><b>591,016.14</b></u>	<u><b>-15,858.10</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
2050 · Mark's CC x7640	2,201.95	2,478.00	-276.05
<b>Total Credit Cards</b>	<u>2,201.95</u>	<u>2,478.00</u>	<u>-276.05</u>
<b>Other Current Liabilities</b>			
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	2,058.27	2,058.27	0.00
<b>Total 24000 · Payroll Liabilities</b>	<u>3,650.58</u>	<u>3,650.58</u>	<u>0.00</u>
<b>Total Other Current Liabilities</b>	<u>4,149.05</u>	<u>4,149.05</u>	<u>0.00</u>
<b>Total Current Liabilities</b>	<u>6,351.00</u>	<u>6,627.05</u>	<u>-276.05</u>
<b>Total Liabilities</b>	<u>6,351.00</u>	<u>6,627.05</u>	<u>-276.05</u>
<b>Equity</b>			
2810 · Assets Beginning of Year	572,240.82	572,240.82	0.00
32000 · Retained Earnings	-12,938.01	-13,380.51	442.50
<b>Net Income</b>	<u>9,504.23</u>	<u>25,528.78</u>	<u>-16,024.55</u>
<b>Total Equity</b>	<u>568,807.04</u>	<u>584,389.09</u>	<u>-15,582.05</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>575,158.04</b></u>	<u><b>591,016.14</b></u>	<u><b>-15,858.10</b></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 Eleven-Month Periods Ended November 30, 2022

	<u>Nov 22</u>	<u>Jan-Nov 22</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Revenues</b>				
9010 · Membership Dues		164,900.00	159,375.00	103.47
9015 · Nonmember Review Fees		-		
9020 · Interest Income	1,776.10	8,207.27	250.00	3,282.91
9030 · CDPH & E	-	12,800.00	10,500.00	121.90
9990 · Miscellaneous	-	46.00	-	100.00
<b>Total Revenues</b>	<u>1,776.10</u>	<u>185,953.27</u>	<u>170,125.00</u>	<u>109.30</u>
<b>Expenses</b>				
3100 · Salary	8,005.77	88,063.47	100,000.00	88.06
3101 · Health Insurance Allow.	667.93	7,347.23	8,400.00	87.47
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	1,908.17	2,000.00	95.41
3400 · FICA/PERA Manager	1,403.41	15,177.37	20,000.00	75.89
3600 · Workman's Compensation	-	-	425.00	-
5010 · Rent & Utilities	1,353.00	14,802.00	16,250.00	91.09
5100 · Telephone Cellular	75.00	825.00	900.00	91.67
5120 · Interest	-	-	10.00	-
5130 · Internet Service	143.04	1,576.27	2,000.00	78.81
5140 · IT Support	18.00	2,971.28	3,000.00	99.04
5150 · Advertising	-	315.00	500.00	63.00
5160 · Insurance	-	500.00	450.00	111.11
5200 · Printing	-	-	-	-
5250 · Legal Notices	-	-	-	-
5300 · Office Supplies	33.52	1,110.48	2,000.00	55.52
5350 · Postage	-	58.00	150.00	38.67
5400 · Dues & Subscriptions	-	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	-	217.00	2,500.00	8.68
5520 · Transportation	-	-	500.00	-
5550 · Conferences	-	2,112.58	2,000.00	105.63
5600 · Accounting	-	2,377.50	4,500.00	52.83
5650 · Auditing	-	4,000.00	6,500.00	61.54
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	5,485.01	22,327.80	25,000.00	89.31
6011 · Contract Services Office	-	-	-	-
6020 · Contract Supplies State	-	-	-	-
6025 · Operations Contingency w/	-	-	20,000.00	-
7000 · Miscellaneous Expense	-	-	100.00	-
<b>Total Expenses</b>	<u>17,358.15</u>	<u>176,006.54</u>	<u>265,335.00</u>	<u>66.33</u>
<b>Net Revenues and Expenses</b>	<u>(15,582.05)</u>	<u>9,946.73</u>	<u>(95,210.00)</u>	<u>(10.45)</u>

No assurance is provided on these financial statements.  
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Substantially all disclosures required by GAAP omitted.