



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

March 24, 2022 @ 2:00 PM

Remote Meeting Only

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 (page3).
4. **APPROVAL OF AGENDA.**
5. **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST.**
6. **PUBLIC COMMENTS.**
7. **APPROVAL OF PAST MINUTES.** – Attachment #2 (page 4-7).
For review and consideration are the February 24, 2022 meeting minutes.
8. **FINANCIAL REPORTS:** – Attachment #3 (page 8-10).
For review and consideration is the February 2022 financial statement.
9. **DECISION ITEM:** Town of Keenesburg Utility Plan Update, 208 Areawide Water Quality Management Plan Amendment, and Site Application for the Summerfield Lift Station.
The Town of Keenesburg has submitted a Utility Plan Update, 208 Areawide Water Quality Management Plan Amendment, and Site Application for the Summerfield Lift Station. The final draft of the Town of Keenesburg’s Utility Plan Update is available [here](#). The Town of Keenesburg’s 208 Areawide Water Quality Management Plan Amendment is available [here](#). The Town of Keenesburg’s Site Application for the Summerfield Lift Station is available [here](#). The project has received local agency referral approvals from the Town of Hudson, Resource Colorado Water and Sanitation Metro District, Weld County Planning, and the Weld County Department of Environment and Public Health.
10. **DISCUSSION ITEM:** City of Greeley 10th Street Interceptor Site Application.
The City of Greeley submitted a Site Application for the 10th Street Interceptor identified in their current

Utility Plan as the 12th Street Sewer Outfall-Phase 1A. The Association's Site Application Policy for Interceptor Sewers applied under Regulation 22.8 allows the manager to certify the application followed by membership notification for applications that meet the criteria. The Site Application was approved on March 10, 2022. The Site Application is available [here](#).

11. DISCUSSION ITEM: City of Greeley Poudre Trunk Sewer Phase II Site Application.

The City of Greeley submitted a Site Application for the Poudre Trunk Sewer Phase II identified in their current Utility Plan approved June 24, 2021. The Association's Site Application Policy for Interceptor Sewers applied under Regulation 22.8 allows the manager to certify the application followed by membership notification for applications that meet the criteria. The Site Application is available [here](#).

12. DISCUSSION ITEM: 2022 - 208 Areawide Water Quality Management Plan Data Call – Attachment #4 (page 11-12).

The Association has begun updating its 208 Areawide Water Quality Management Plan and has requested designated management and operation agencies to update their [Agency Point Source Data Inventory](#) sheets. The Agency Point Source Data Inventory sheets provide general information about the agency, the most recent population and loading projections, and near-term wastewater collection and treatment construction needs. Please provide this information by March 31, 2022.

13. DISCUSSION ITEM: Nonpoint Watershed Plan – Technical Advisory Committee (TAC).

We are requesting TAC volunteers for the Nonpoint Watershed Plan.

14. OTHER BUSINESS:

a) 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	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		
5	Broomfield, City & County	Management/Operation Agency	Ken Rutt	Dennis Rodriguez	PAID
6	Eaton, Town of	Management/Operation Agency	Greg Brinck	Wesley LaVanchy	
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	Private Agency	Richard Hopp	Ted Carter	PAID
12	Ft. Collins, City of	Management/Operation Agency	Jason Graham	Bonnie Pierce	
13	Ft. Lupton, City of	Management/Operation Agency	Jon Mays	Chris Cross	PAID
14	Gaeton Water & Sanitation District	Operation Agency	William Warren		PAID
15	Greeley, City of	Management/Operation Agency	Jeremy Woolf	Adam Prior	
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	Steve Stamey		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	Kim Cowan	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		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	Chris Pletcher	Eric Bailey	
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	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		
41 Representative Votes / 10 Representatives required for Quorum (25%)					

rev.3-11-2022

Attachment #2



ASSOCIATION MEETING MINUTES

February 24, 2022; 2:00 PM

Remote Meeting

1. **CALL MEETING TO ORDER.**

Mr. Thomas called the meeting to order at 2:01 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 – Jason Graham – Ft. Collins

Vice-Chair – Brian Zick – Boxelder S.D.

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

Officer – Chris Bieker – Upper Thompson S.D.

Officer – Todd Hepworth – Evans

Executive Committee Officers Absent –

Officer – Jeremy Woolf – Greeley

Officer – Vacant

Membership –

Brandon Cayou – Loveland

Brian McBroom – Lochbuie

Chris Manley – Larimer County

David Brand – Platteville

Dennis Markham – Windsor

Dustin Preston – Ault

Ellen Hilbig – Johnstown

Erika Rasmussen – Mead

Hellen Migchelbrink – Mead

Joe Creaghe – Loveland

John Dinges – Carestream

– Mr. Thomas announced a quorum.

Katie Koplitz – Metro Water Recovery

Katie Sall – Weld County

Keila Flores – Larimer County

Keith Knoll – Berthoud

Mary Paterniti – Longmont

Matt Allen – Upper Thompson S.D.

Robby Porsch – Evans

Robyn Brown – Mead

Shelley Stanley – Northglenn

Tom Parko – Weld County

Public –

Anna Hermes – NCWCD

Chris Thomas – The Fresh Water Trust

Curtis Hartenstine – NCWCD

Don Goulart – Pine Lake village Mobile Home Park

Edder Torres Chavez – JBS Swift

Erin Donnelly – Brown Caldwell

John McGee – JVA / Mead

Rob Whitson – The Fresh Water Trust

Wei Ye – JVA / Mead

4. **APPROVAL OF AGENDA.**

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

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

Membership did not disclose any potential conflicts of interest.

6. **PUBLIC COMMENTS.**

No public comments were

7. **APPROVAL OF PAST MINUTES.**

Mr. Graham moved to approve the meeting minutes from January 27, 2022, seconded by Mr. Bieker. – Motion carried unanimously.

8. **FINANCIAL REPORTS.**

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

9. **DECISION ITEM:** Executive Committee Nomination.

Mr. Thomas opened the discussion by summarizing a Weld County Work Session on February 7, 2022. The Weld County Commissioners requested that Mr. Tom Parko, Weld County Director of Planning Services, serve on the Association Executive Committee. Therefore, Mr. Graham nominated Mr. Tom Parko to serve on the Association Executive Committee, followed by Mr. Parko accepting the nomination. Mr. Fleck moved to approve the nomination of Mr. Parko to fulfill the vacant Executive committee seat, seconded by Mr. Zick. – Motion carried unanimously.

The Executive Committee officers for 2022 are listed below:

1. Chair - Jason Graham – City of Fort Collins
2. Vice-Chair – Brian Zick – Boxelder Sanitation District
3. Treasure – Robert Fleck – St. Vrain Sanitation District
4. at large – Jeremy Woolf – City of Greeley
5. at large – Todd Hepworth – City of Evans
6. at large – Chris Bieker – Upper Thompson Sanitation District
7. at large – Tom Parko – Weld County

10. **DECISION ITEM:** Pine Lake Village Mobile Home Park – Derating to OWTS.

Mr. Don Goulart, the owner of the Pine Lake Village Mobile Home Park, presented the background regarding the derating of the system. The main driver for the system’s derating is that the current permitted OWTS system cannot meet water quality limits for nitrates and sulfates due to surrounding groundwater influences. The current treatment facility consists of a 16,000-gallon three-chamber septic tank and four 100’ X 105’ leach fields. The existing OWTS design and permitted capacity is 7,090 gpd. The observed average daily wastewater flow is 2,369 gpd. It is proposed to split the collection system reducing the flow to less than 2,000 gpd creating two systems rated at 2,000 gpd and 1,000 gpd, and derate the entire system from the state. The Weld County Department of Public Health and Environment has approved the site application. Mr. Brand moved to approve the derating of the Pine Lake Village Mobile Home Park, seconded by Mr. Hepworth. – Motion carried unanimously.

11. **DECISION ITEM:** Boxelder Sanitation District Drake Interceptor Site Application.

Mr. Thomas introduced the Boxelder Sanitation District Site Application for the extension of the Drake sewer interceptor, explaining the Site Application meets the requirements for approval by the Association Manager with membership notification. Mr. Zick gave a presentation regarding the Drake Sewer interceptor extension Site Application. Boxelder Sanitation District completed Utility Plan updates in 2014 and 2018, which documents the Drake Sewer interceptor planned extension for the service area basin. The presentation can be viewed online here: <https://nfrwqpa.colorado.gov/meeting-presentations>. Mr. Thomas explained although the agenda topic was a Decision Item, this was a Discussion Item for membership notification only. Voting was not required.

12. **DECISION ITEM:** Town of Mead Utility Plan and 208 Areawide Water Quality Management Plan Amendment.

Mr. John McGee with JVA presented the Town of Mead Utility Plan and 208 Areawide Water Quality

Management Plan Amendment concerning a wastewater utility service area boundary modification. The presentation can be viewed online here: <https://nfrwqpa.colorado.gov/meeting-presentations>. Mr. Thomas informed membership local agency approvals were obtained from Mead, Weld County, St. Vrain Sanitation District; however, support was not received from Berthoud at this time. Mr. Brand moved to approve the Mead Utility Plan and 208 Boundary modification, seconded by Mr. Bieker. – Motion carried unanimously.

13. DISCUSSION ITEM: 2022 - 208 Areawide Water Quality Management Plan Data Call.

Mr. Thomas requested membership to provide the Association with their 2022 Agency Point Source Data Inventory sheets to ensure the correct data is being provided for the 2022-208 Areawide Water Quality Management Plan. The Agency Point Source Data Inventory sheets provide general information about the agency, the most recent population and loading projections, and near-term wastewater collection and treatment construction needs. A listing within the Attachments of the agenda illustrated which membership agencies have provided updated information and who has not. The data is requested by March 31, 2022.

14. DECISION ITEM: Nonpoint Watershed Plan – Define the study area.

Mr. Thomas opened the discussion to define the study area of the Nonpoint Source Watershed plan. The proposal focused on the urban areas for each river basin, as illustrated by the attachment found within the agenda. The Nonpoint Watershed Plan can't evaluate the whole Larimer/Weld County region, or the message or purpose of the plan will get lost in 6,651+ acres and five water basins. The discussion provided by Mr. Dinges, Mr. Hartenstine, and Mr. Parko led membership to table a decision at this time in favor of creating a Technical Advisory Committee (TAC). The TAC then would evaluate and prioritize the study areas and how the watersheds Nonpoint Source Watershed plans are written. Evaluation criteria may be based on the number of impaired stream segments or river basin needs. The developed TAC then would make recommendations to the membership throughout the Nonpoint Watershed Plan project.

15. OTHER BUSINESS:

- a) Workgroup Updates; Can be accessed here:
https://drive.google.com/drive/u/1/folders/1mAStJ7L24LgM3_Gu64zh4Q6FbxknNjrt

16. ADJOURN

Attachment #3

North Front Range Water Quality Planning Association
Financial Balance Sheet Statement - Budget vs. Actual - Cash Basis
As of February 28, 2022 and January 31, 2022

	<u>Jan 31, 22</u>	<u>Jan 31, 22</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Checking NFRWQPA	78,194.98	36,024.82	42,170.16
1250 · Colorado Trust NFRWQPA	545,601.12	545,560.06	41.06
Total Checking/Savings	<u>623,796.10</u>	<u>581,584.88</u>	<u>42,211.22</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>625,149.10</u>	<u>582,937.88</u>	<u>42,211.22</u>
TOTAL ASSETS	<u><u>625,149.10</u></u>	<u><u>582,937.88</u></u>	<u><u>42,211.22</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · Mark's CC x7640	948.84	865.44	83.40
Total Credit Cards	<u>948.84</u>	<u>865.44</u>	<u>83.40</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	1,971.44	1,971.44	0.00
Total 24000 · Payroll Liabilities	<u>3,563.75</u>	<u>3,563.75</u>	<u>0.00</u>
Total Other Current Liabilities	<u>4,062.22</u>	<u>4,062.22</u>	<u>0.00</u>
Total Current Liabilities	<u>5,011.06</u>	<u>4,927.66</u>	<u>83.40</u>
Total Liabilities	<u>5,011.06</u>	<u>4,927.66</u>	<u>83.40</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	<u>61,277.73</u>	<u>19,149.91</u>	<u>42,127.82</u>
Total Equity	<u>620,138.04</u>	<u>578,010.22</u>	<u>42,127.82</u>
TOTAL LIABILITIES & EQUITY	<u><u>625,149.10</u></u>	<u><u>582,937.88</u></u>	<u><u>42,211.22</u></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 Period Ended February 28, 2022

	<u>February 22</u>	<u>Jan-Feb 22</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
9010 · Membership Dues	54,100.00	91,650.00	159,375.00	57.51
9015 · Nonmember Review Fees				
9020 · Interest Income	41.06	75.30	250.00	30.12
9030 · CDPH & E	-	-	10,500.00	-
9990 · Miscellaneous	-	-	-	-
Total Revenues	<u>54,141.06</u>	<u>91,725.30</u>	<u>170,125.00</u>	<u>53.92</u>
Expenses				
3100 · Salary	8,005.77	16,011.54	100,000.00	16.01
3101 · Health Insurance Allow.	667.93	1,335.86	8,400.00	15.90
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	346.94	2,000.00	17.35
3400 · FICA/PERA Manager	1,360.04	2,720.08	20,000.00	13.60
3600 · Workman's Compensation	-	-	425.00	-
5010 · Rent & Utilities	1,326.00	2,652.00	16,250.00	16.32
5100 · Telephone Cellular	75.00	150.00	900.00	16.67
5120 · Interest	-	-	10.00	-
5130 · Internet Service	141.63	290.04	2,000.00	14.50
5140 · IT Support	83.40	583.40	3,000.00	19.45
5150 · Advertising	-	-	500.00	-
5160 · Insurance	-	-	450.00	-
5200 · Printing	-	-	-	-
5250 · Legal Notices	-	-	-	-
5300 · Office Supplies	-	344.19	2,000.00	17.21
5350 · Postage	-	58.00	150.00	38.67
5400 · Dues & Subscriptions	-	5,558.02	7,500.00	74.11
5425 · Intergovernmental Assist	-	-	10,000.00	-
5450 · Training	-	-	500.00	-
5500 · Mileage Reimbursement	-	-	2,000.00	-
5510 · Meals & Lodging	-	-	2,500.00	-
5520 · Transportation	-	-	500.00	-
5550 · Conferences	-	-	2,000.00	-
5600 · Accounting	180.00	397.50	4,500.00	8.83
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	-	-	25,000.00	-
6011 · Contract Services Office	-	-	-	-
6020 · Contract Supplies State	-	-	-	-
6025 · Operations Contingency w/	-	-	20,000.00	-
7000 · Miscellaneous Expense	-	-	100.00	-
Total Expenses	<u>12,013.24</u>	<u>30,447.57</u>	<u>265,335.00</u>	<u>11.48</u>
Net Revenues and Expenses	<u><u>42,127.82</u></u>	<u><u>61,277.73</u></u>	<u><u>(95,210.00)</u></u>	<u><u>(64.36)</u></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.

Attachment #4

2022 [Agency Point Source Data Inventory](#) Sheets
Updated for the 2022-208 Areawide Water Quality Management Plan

Received:

1. Abbey St. Walburga
2. Annunciation Heights
3. Ault, Town of
4. Ben Delatour Boy Scout Ranch
5. Berthoud Estates
6. Boxelder Sanitation District
7. Buckhorn Methodist Camp
8. Carestream
9. CPW – Hatcheries
10. Crystal Lakes
11. CSU Mountain Campus
12. Dao house
13. Davies Mobile Home Park
14. Erie, Town of
15. Estes Park Sanitation District
16. Evans, City of
17. Fort Collins, City of
18. Front Range Energy
19. Galeton Water & Sanitation District
20. Gilcrest, Town of
21. Glacier View Meadows Water & Sewer Association
22. Glen Echo Resort
23. Grover, Town of
24. High Country Estates HOA
25. Hemmingway Lodge at Eagles Nest
26. Hidden View Estates
27. High Peak Camp, Salvation Army
28. JBS – Lone Tree Facility
29. Kennedy Mountain Campus-Magic Sky Ranch Girl Scout Camp
30. Leprino Foods
31. Longmont, City of
32. Loveland, City of
33. Mead, Town of
34. New Vision Mobile Home Community
35. Northglenn, City of
36. Pine Lake Village Mobile Home Park
37. Platteville, Town of
38. Severance, Town of
39. Sky Ranch Lutheran Camp
40. St. Vrain Sanitation District
41. Sunrise Ranch – Emissaries of Devine Light
42. Windsor, Town of

Not Received:

1. Achieve More Reclamation Facility
2. B & B Mobile Home Park- Need Contact
3. Berthoud, Town of
4. Best Western Coach House Resort-Need Contact
5. Brighton, City of
6. Broomfield, City and County of
7. Eaton, Town of
8. Eden Valley Institute
9. Fox Acres
10. Ft. Lupton, City of
11. Greeley, City of
12. Harvest Farm, Denver Rescue Mission
13. Hudson, Town of
14. In Bev Anheuser Busch- Nutri Turf Farm
15. Johnstown, Town of
16. Keenesburg, Town of
17. Kersey, Town of
18. LaSalle, Town of
19. Lochbuie, Town of
20. Metro Water Recovery
21. Milliken, Town of
22. Opal Foods
23. Pierce, Town of
24. Prairie School District RE-11J
25. Resource Colorado Water & Sanitation Metro District
26. Shambhala
27. South Ft. Collins Sanitation District
28. Timnath, Town of
29. Upper Thompson Sanitation District
30. Wellington, Town of
31. Jellystone Park Estates (Yogi Bear's Jellystone Park)