



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 10, 2020, 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: 913 834 657#

Notice is given to the members of the North Front Range Water Quality Planning Association (NFRWQPA) 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. **DETERMINATION OF A QUORUM FROM MEMBERSHIP.** – Attachment #1 (page3).
3. **APPROVAL OF AGENDA.**
4. **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST.**
5. **PUBLIC COMMENTS.**
6. **APPROVAL OF PAST MINUTES.** - Attachment #2 (page 4-6).
For review and consideration are the September 24, 2020, meeting minutes.
7. **FINANCIAL REPORTS:** – Attachment #3 (page 7-11).
For review and consideration are the October and November 2020 financial summaries.
8. **DECISION ITEM:** Hemingway Lodge at Eagles Nest Derating Site Application.
The Hemingway Lodge at Eagles Nest via Vista Engineering, LLC, submitted a Site Application for consideration and approval by the Association. The current Hemingway Lodge treatment system permitted under the Colorado Discharge Permit System has a design capacity flow of 0.00495 MGD will be split between two OWTs that each will be less than 2,000 gallons per day. The Site Application proposes a new leach field east of the current leach field and retains the existing septic tanks and all existing (five) lift stations. Each leach field will have a buffer zone around the field wider than 260 ft, the calculated horizontal influence area required by regulation. Hemingway Lodge at Eagles Nest is not a Management or Operation Agency within the 208 Areawide Water Quality Management Plan, nor does Hemingway Lodge at Eagles Nest have a defined wastewater utility service area (WUSA). The Application and associated materials may be viewed online using the link:
<https://drive.google.com/drive/u/1/folders/1WNuIPsXM6wg8hP47vm5rjevsbFcXEddf>

9. **DECISION ITEM:** Town of Johnstown – Johnstown Farms Lift Station Site Application.
The Town of Johnstown has submitted a site application for the Johnstown Farms Lift Station. The project includes expansion of the current Johnstown Farms Lift Station based on expected growth. The expansion of the existing lift station was anticipated within Johnstown’s 2011 approved Utility Plan. Johnstown also submitted a new Utility Plan for acceptance on November 17, 2020, which also documents the project. The Utility Plan submitted on November 17, 2020 has not been approved and is in review currently. Access the Site Application and associated documents online here: <https://drive.google.com/drive/u/1/folders/1hWG3Kal8C5VvdAmQZYgk6meaqjGwXbC>.

10. **DECISION ITEM:** Amend the Articles of Association for 2021.
The Articles of Association are to be amended to include term limits for the Executive Committee Chair, define the required dues contributions, and correct grammatical errors. The proposed Amended Articles of Association may be viewed on the Associations Public Notice webpage: <https://nfrwqpa.colorado.gov/home/public-notices>.

11. **DISCUSSION ITEM:** 2021-Executive Committee Nominations and offices.
The Association will be accepting nominations to fulfill an Executive Committee office vacancy. Effective December 10, 2020, the current Executive Committee officers have agreed to the offices below:

- Chair - Tom Acampora
- Vice-Chair - Jason Graham
- Treasure - Robert Fleck
- at large - Jeremy Woolf
- at large - Brian Zick
- at large - Chris Bieker
- at large - Vacant

12. **DISCUSSION ITEM:** 2021-Utility Plan Committee Nominations.
The Association will be accepting nominations for the Utility Plan review committee. Currently, the Utility Plan committee includes:

- Chair - Robert Fleck
- Jason Graham
- Carlos Medina
- Link Mueller
- Matt Allen

13. **OTHER BUSINESS:**

- a) Workgroup Updates; Can be accessed here: <https://drive.google.com/drive/u/1/folders/1ZuqjIQadwnsZKi5G21ovoCSMzNJ-rOcq>

14. **ADJOURN.**

NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION

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1 Ault	Voting	Grant Ruff	Dustin Preston
2 Berthoud	Voting	Stephanie Brothers	Wayne Ramey
3 Boxelder Sanitation District	Voting	Brian Zick	David Lewis
4 Brighton	Voting	Kim Schoen	
5 Broomfield	Voting	Ken Rutt	Dennis Rodriguez
6 Erie	Voting	Jon Coyle	Todd Fessenden
7 Estes Park Sanitation District	Voting	James Duell	
8 Evans	Voting	Randy Ready	Todd Hepworth
9 Fox Acres	Voting	Richard Hopp	Ted Carter
10 Ft. Collins	Voting	Jason Graham	Bonnie Pierce
11 Ft. Lupton	Voting	Jon Mays	Claud Hanes
12 Greeley	Voting	Jermery Woolf	Justin Scholz
13 Johnstown	Voting	Matt LeCerf	Marco Carani
14 Larimer County	Voting	Chris Manley	
15 Lochbuie	Voting	Steve Stamey	
16 Longmont	Voting	Kathryne Marko	Dale Rademacher
17 Loveland	Voting	Joe Creaghe	Carlos Medina
18 Metro Wastewater Rec. Dist	Voting	Tom Acampora	Katie Koplitz
19 Milliken	Voting	Don Stonebrink	Brad Simons
20 NCWCD	Voting	Judy Billica	Ester Vincent
21 Northglenn	Voting	Manual Freye	Brain Malavsky
22 Platteville	Voting	David Brand	
23 Severance	Voting	Nicholas Wharton	Mike Ketterling
24 South Ft. Collins San. Dist.	Voting	Chris Pletcher	Eric Bailey
25 St. Vrain San. District	Voting	Rob Fleck	Dave Cross
26 Upper Thompson San. Dist.	Voting	Chris Bieker	Matt Allen
27 Weld County	Voting	Skip Holland	Katie Sall
28 Wellington	Voting	Bob Gowing	Mike Flores
29 Windsor	Voting	Dennis Wagner	
30 Eaton	Voting	Gary Carsten	Jeff Schreier
31 Hudson	Voting	Guy Patterson	Hunter Fobare
32 Kersey	Voting	Christian Morgan	
33 Mead	Voting	Hellen Migchelbrink	Erika Rasmussen
34 Pierce	Voting	Pat Larson	
35 Timnath	Voting	Don Taranto	

35 Representative Votes / 8 Representatives required for Quorum (25%)

rev.10-5-2020

Attachment No. 2



ASSOCIATION MEETING MINUTES

September 24, 2020, 2:00 PM

Remote Meeting Only

1. **CALL MEETING TO ORDER.**

Mr. Thomas, NFRWQPA Manager, called the meeting to order at 2:05 PM.

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

In attendance: Mark Thomas, Chris Bieker, Rob Fleck, Jason Graham, Tom Acampora, Jermy Woolf, Brian Zick, Robert Porsch, Todd Fessenden, Jon Coyle, Dustin Preston, Todd Hepworth, Matt Allen, Wendi Palmer, Kathyne Marko, Joe Creaghe, Manual Freyre, Katie Sall, Kevin Ross, Skip Holland, Adam Parmenter-HDR, TR Yang-HDR, Blake Beyea-CDPHE. – Mr. Thomas announced a quorum.

3. **APPROVAL OF AGENDA.**

Mr. Hepworth made a motion to approve the agenda, which was seconded by Mr. Graham - Motion carried unanimously.

4. **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST.**

Membership in attendance did not disclose any conflicts of interest.

5. **PUBLIC COMMENTS.**

No members of the public were present, and there were no public comments.

6. **APPROVAL OF PAST MINUTES.**

Mr. Bieker moved to approve the minutes from the August 27, 2020, meeting which was seconded by Mr. Hepthworth. – Motion carried unanimously.

7. **FINANCIAL REPORTS.**

Mr. Hepthworth moved to approve the August 2020 financial summaries, which was seconded by Mr. Graham. – Motion carried unanimously.

8. **DECISION ITEM:** Town of Erie Site Application.

The Town of Erie Site Application for expansion was signed and approved on September 1, 2020. The Application and associated materials may be viewed online using the link: https://drive.google.com/drive/u/1/folders/1TqR060jpyOCyPUZCDV2LBPMdl1nY_t_8. The Site Application is in respect to the Utility Plan Conditionally Approved on August 27, 2020, pending Inflow and Infiltration (I&I) determinations. The Site Application proposed improvements reflect those described within the Utility Plan. The expansion includes many near and long-term improvements that will allow the facility to meet Regulations 85 and 31 and take credit for Policy 17-1 Nutrients credits. The facility increase should accommodate reasonable projected growth and loading over the 20-year planning period. Mr. Fessenden gave a presentation of the projects within the Site Application, which can be viewed on the Association's website: <https://drive.google.com/drive/u/1/folders/1ZuqjIQadwnsZKi5G21ovoCSMzNJ-rOcq>. Mr. Fessenden also notified the Association that the Town of Erie was issued a Cease and Desist Order on September 9, 2020. The Cease and Desist Order may be referenced on the Division's Water Quality Notices of Violation webpage, <https://www.colorado.gov/pacific/cdphe/wq-notices-violation>, or the direct link: <https://oitco.hylandcloud.com/Pop/docpop/docpop.aspx>. Mr. Fessenden correlated how the Site Application projects correct the violations of Effluent Flow, pH, and Ammonia within the Cease and Desist Order. Mr. Fessenden also discussed how the Copper Violation(s) within the Cease and Desist Order are more challenging with many different variables. Including Drinking Water pH, low-level

Preliminary Effluent Limit (PELs), and permit limits due to low flows in Boulder Creek used within the calculations to determine the water quality-based limits. Mr. Thomas also stated how the Association fulfilled its objective in ensuring the water quality by approving the Utility Plan and Site Application during this process.

9. **DISCUSSION ITEM:** The Association 2019 Biannual Audit.
Mr. Thomas, NFRWQPA Manager, presented the Association’s 2019 Biannual Audit for review.
10. **PRESENTATION:** Division Water Quality Roadmap Updates.
Mr. Blake Beyea with CDPHE gave an overview of the Water Quality Roadmap updates for Regulation 31, Temperature DO Changes, Temporary Modifications, Longevity Plans, Discharge Specific Variances- (DSVs), and Assumilitive Capacity changes.
11. **OTHER BUSINESS:**
 - a) Workgroup Updates
Mr. Thomas, NFRWQPA Manager, reviewed workgroup updates with the membership via a Powerpoint presentation, which can be retrieved at the following link <https://nfrwqpa.colorado.gov/meeting-presentations>.
 - b) Mr. Thomas notified the Association that Mr. Michael Carrano resigned from the Town of Wellington, vacating his Executive Committee seat. Mr. Thomas followed up asking the Association if there is any interest in filling Executive Committee his position, please contact him.
12. **ADJOURN.**

Attachment No. 3

North Front Range Water Quality Planning Association
Statements of Revenue and Expenses - Budget vs. Actual - Cash Basis
For the Ten-Month Periods Ended October 31, 2020

	<u>Oct 31, 20</u>	<u>Sept 30, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Checking NFRWQPA	3,232.96	1,298.69	1,934.27
1120 · Checking Monitoring	39,866.96	10.00	39,856.96
1250 · Colorado Trust NFRWQPA	663,721.12	688,117.76	-24,396.64
1300 · Colorado Trust BTWS	43,737.87	83,582.50	-39,844.63
Total Checking/Savings	<u>750,558.91</u>	<u>773,008.95</u>	<u>-22,450.04</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>751,911.91</u>	<u>774,361.95</u>	<u>-22,450.04</u>
TOTAL ASSETS	<u><u>751,911.91</u></u>	<u><u>774,361.95</u></u>	<u><u>-22,450.04</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · Mark's CC x7640	0.00	119.88	-119.88
Total Credit Cards	<u>0.00</u>	<u>119.88</u>	<u>-119.88</u>
Other Current Liabilities			
24000 · Payroll Liabilities			
2406 · Accrued Vacation Payable	1,592.31	1,592.31	0.00
2407 · PERA	1,835.66	1,835.66	0.00
Total 24000 · Payroll Liabilities	<u>3,427.97</u>	<u>3,427.97</u>	<u>0.00</u>
2650 · Payable to USGS	79,705.96	79,705.96	0.00
Total Other Current Liabilities	<u>83,133.93</u>	<u>83,133.93</u>	<u>0.00</u>
Total Current Liabilities	<u>83,133.93</u>	<u>83,253.81</u>	<u>-119.88</u>
Total Liabilities	<u>83,133.93</u>	<u>83,253.81</u>	<u>-119.88</u>
Equity			
2810 · Assets Beginning of Year	572,240.82	572,240.82	0.00
32000 · Retained Earnings	53,282.90	53,282.90	0.00
Net Income	43,254.26	65,584.42	-22,330.16
Total Equity	<u>668,777.98</u>	<u>691,108.14</u>	<u>-22,330.16</u>
TOTAL LIABILITIES & EQUITY	<u><u>751,911.91</u></u>	<u><u>774,361.95</u></u>	<u><u>-22,450.04</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
Statements of Revenue and Expenses - Budget vs. Actual - Cash Basis
For the Ten-Month Periods Ended October 31, 2020

	<u>Oct 20</u>	<u>Jan-Oct 20</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
9010 · Membership Dues	-	174,202.00	159,941.00	108.92
9020 · Interest Income	103.36	4,709.35	12,000.00	39.24
9030 · CDPH & E	-	12,800.00	10,800.00	118.52
9040 · Administrative Fee BTWS	12.33	(412.86)	1,500.00	(27.52)
9990 · Miscellaneous	-	-	-	-
Total Revenues	115.69	191,298.49	184,241.00	103.83
Expenses				
3100 · Salary	7,546.88	75,468.80	90,563.00	83.33
3101 · Health Insurance Allow.	539.74	5,397.40	8,400.00	64.25
3300 · Retirement Contributions	-	-	-	-
3400 · FICA/PERA Manager	1,265.55	12,412.98	16,000.00	77.58
3600 · Workman's Compensation	-	16.00	425.00	3.76
5010 · Rent & Utilities	1,300.00	12,925.00	15,500.00	83.39
5100 · Telephone Cellular	75.00	750.00	900.00	83.33
5120 · Interest	-	-	10.00	-
5130 · Internet Service	142.25	1,238.09	2,400.00	51.59
5140 · IT Support	-	2,949.94	3,000.00	98.33
5150 · Advertising	-	-	1,200.00	-
5160 · Insurance	-	400.66	450.00	89.04
5200 · Printing	-	-	500.00	-
5250 · Legal Notices	-	-	300.00	-
5300 · Office Supplies	-	1,124.73	2,000.00	56.24
5350 · Postage	-	33.00	250.00	13.20
5400 · Dues & Subscriptions	-	6,396.65	7,500.00	85.29
5425 · Intergovernmental Assist	-	4,000.00	10,000.00	40.00
5450 · Training	-	-	600.00	-
5500 · Mileage Reimbursement	-	687.79	2,500.00	27.51
5510 · Meals & Lodging	-	100.70	3,200.00	3.15
5520 · Transportation	-	-	500.00	-
5550 · Conferences	-	-	2,000.00	-
5600 · Accounting	631.25	2,527.50	5,000.00	50.55
5650 · Auditing	-	4,495.74	2,850.00	157.75
5700 · Legal	-	1,556.98	10,000.00	15.57
5750 · Bank Charges	-	-	50.00	-
5850 · Capital Expenditures	-	2,547.01	5,000.00	50.94
5900 · Contingency Website	-	-	5,000.00	-
6010 · Contract Services/GIS	10,945.18	12,767.68	70,000.00	18.24
6011 · Contract Services Office	-	-	5,000.00	-
6020 · Contract Supplies State	-	-	350.00	-
6025 · Operations Contingency w/	-	-	10,000.00	-
6030 · Deperciation	-	99.08	300.00	33.03
7000 · Miscellaneous Expense	-	-	-	-
Total Expenses	22,445.85	147,895.73	281,748.00	52.49
Net Ordinary Revenue	(22,330.16)	43,402.76	(97,507.00)	(44.51)
Other Revenue/Expenses				
Other Expenses				
Gain/Loss on Asset Disposal	-	148.50	-	100.00
Net Revenues and Expenses	(22,330.16)	43,254.26	(97,507.00)	(44.36)

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

North Front Range Water Quality Planning Association
Statements of Revenue and Expenses - Budget vs. Actual - Cash Basis
For the Eleven-Month Periods Ended November 30, 2020

	<u>Nov 30, 20</u>	<u>Oct 31, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Checking NFRWQPA	15,163.40	3,232.96	11,930.44
1120 · Checking Monitoring	10.00	39,866.96	-39,856.96
1250 · Colorado Trust NFRWQPA	653,794.42	663,721.12	-9,926.70
1300 · Colorado Trust BTWS	43,742.76	43,737.87	4.89
Total Checking/Savings	<u>712,710.58</u>	<u>750,558.91</u>	<u>-37,848.33</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>714,063.58</u>	<u>751,911.91</u>	<u>-37,848.33</u>
TOTAL ASSETS	<u>714,063.58</u>	<u>751,911.91</u>	<u>-37,848.33</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · Mark's CC x7640	100.32	0.00	100.32
Total Credit Cards	<u>100.32</u>	<u>0.00</u>	<u>100.32</u>
Other Current Liabilities			
24000 · Payroll Liabilities			
2406 · Accrued Vacation Payable	1,592.31	1,592.31	0.00
2407 · PERA	1,835.66	1,835.66	0.00
Total 24000 · Payroll Liabilities	<u>3,427.97</u>	<u>3,427.97</u>	<u>0.00</u>
2650 · Payable to USGS	39,849.00	79,705.96	-39,856.96
Total Other Current Liabilities	<u>43,276.97</u>	<u>83,133.93</u>	<u>-39,856.96</u>
Total Current Liabilities	<u>43,377.29</u>	<u>83,133.93</u>	<u>-39,756.64</u>
Total Liabilities	43,377.29	83,133.93	-39,756.64
Equity			
2810 · Assets Beginning of Year	572,240.82	572,240.82	0.00
32000 · Retained Earnings	53,282.90	53,282.90	0.00
Net Income	45,162.57	43,254.26	1,908.31
Total Equity	<u>670,686.29</u>	<u>668,777.98</u>	<u>1,908.31</u>
TOTAL LIABILITIES & EQUITY	<u>714,063.58</u>	<u>751,911.91</u>	<u>-37,848.33</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
For the One-Month and Eleven-Month Periods Ended November 30, 2020

	<u>Nov 20</u>	<u>Jan-Oct 20</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
9010 · Membership Dues	-	174,202.00	159,941.00	108.92
9020 · Interest Income	73.30	4,782.65	12,000.00	39.86
9030 · CDPH & E	12,800.00	25,600.00	10,800.00	237.04
9040 · Administrative Fee BTWS	4.89	(407.97)	1,500.00	(27.20)
9990 · Miscellaneous	-	-	-	-
Total Revenues	12,878.19	204,176.68	184,241.00	110.82
Expenses				
3100 · Salary	7,546.88	83,015.68	90,563.00	91.67
3101 · Health Insurance Allow.	539.74	5,937.14	8,400.00	70.68
3300 · Retirement Contributions	-	-	-	-
3400 · FICA/PERA Manager	1,265.56	13,678.54	16,000.00	85.49
3600 · Workman's Compensation	-	16.00	425.00	3.76
5010 · Rent & Utilities	1,300.00	14,225.00	15,500.00	91.77
5100 · Telephone Cellular	75.00	825.00	900.00	91.67
5120 · Interest	-	-	10.00	-
5130 · Internet Service	142.38	1,380.47	2,400.00	57.52
5140 · IT Support	-	2,949.94	3,000.00	98.33
5150 · Advertising	-	-	1,200.00	-
5160 · Insurance	-	400.66	450.00	89.04
5200 · Printing	-	-	500.00	-
5250 · Legal Notices	-	-	300.00	-
5300 · Office Supplies	100.32	1,225.05	2,000.00	61.25
5350 · Postage	-	33.00	250.00	13.20
5400 · Dues & Subscriptions	-	6,396.65	7,500.00	85.29
5425 · Intergovernmental Assist	-	4,000.00	10,000.00	40.00
5450 · Training	-	-	600.00	-
5500 · Mileage Reimbursement	-	687.79	2,500.00	27.51
5510 · Meals & Lodging	-	100.70	3,200.00	3.15
5520 · Transportation	-	-	500.00	-
5550 · Conferences	-	-	2,000.00	-
5600 · Accounting	-	2,527.50	5,000.00	50.55
5650 · Auditing	-	4,495.74	2,850.00	157.75
5700 · Legal	-	1,556.98	10,000.00	15.57
5750 · Bank Charges	-	-	50.00	-
5850 · Capital Expenditures	-	2,547.01	5,000.00	50.94
5900 · Contingency Website	-	-	5,000.00	-
6010 · Contract Services/GIS	-	12,767.68	70,000.00	18.24
6011 · Contract Services Office	-	-	5,000.00	-
6020 · Contract Supplies State	-	-	350.00	-
6025 · Operations Contingency w/	-	-	10,000.00	-
6030 · Deperciation	-	99.08	300.00	33.03
7000 · Miscellaneous Expense	-	-	-	-
Total Expenses	10,969.88	158,865.61	281,748.00	56.39
Net Ordinary Revenue	1,908.31	45,311.07	(97,507.00)	(46.47)
Other Revenue/Expenses				
Other Expenses				
Gain/Loss on Asset Disposal	-	148.50	-	100.00
Net Revenues and Expenses	1,908.31	45,162.57	(97,507.00)	(46.32)

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.