



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

Decembner 9, 2021 @ 2:00 PM

Remote Meeting Only

Microsoft Teams meeting

[Click here to join the meeting](#)

Or call in (audio only)

+1 720-739-6745 United States, Denver

Phone Conference ID: 285 807 660#

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 4-6).
For review and consideration is the October 28, 2021 meeting minutes.
8. **FINANCIAL REPORTS:** – Attachment #3 (page 7-9).
For review and consideration is the October 2021 financial statement.
9. **DISCUSSION ITEM:** Upper Thompson Sanitation District Site Application – New WWTF.
Association Manager Mark Thomas approved the Upper Thompson Sanitation District Site Application on November 15, 2021. The approval agrees with the membership’s approval of the 208 Areawide Water Quality Plan Amendment and Utility Plan approval on October 28, 2021. The Regulation No. 22 Site Application was approved on the basis that the application was in agreement with the 208 Areawide Water Quality Management Plan, and the New WWTF was identified within the Upper Thompson Sanitation District Utility Plan approved October 28, 2021. Approved Site Applications are available on the Association website [here](#).
10. **DECISION ITEM:** Town of Wellington Utility Plan, 208 Plan Amendment, & Site Application.
The Town of Wellington recently completed a Utility Plan for consideration and approval. The Utility Plan documents the Town of Wellington’s existing Wastewater Utility Service Area, treatment facility, and nonpoint source facilities, including plans to modify the 208 Wastewater Utility Service Area boundary and increase the capacity of the existing treatment facility due to growth. The Utility Plan and

208 Plan Amendment public notice period was August 5, 2021, to October 4, 2021, and posted on the Association website on August 5, 2021. The Utility Plan and associated documents may be viewed on the Association's website [here](#). The Association received public comments from Boxelder Sanitation District regarding 208 Wastewater Utility Service Area (WUSA) boundary concerns. Those Public Comments may be viewed on the Association's website [here](#). Subsequent meetings were held between the Town of Wellington, Boxelder Sanitation District, and the Association to resolve the 208 WUSA boundary issues. The Site Application has been completed and submitted for consideration and approval in conjunction with the Utility Plan and 208 AWQMP Amendment. The Site Application and Engineering Report may be viewed on the Association's website [here](#).

11. DECISION ITEM: 2022 Executive Committee Nominations and offices.

The current Executive Committee officers have agreed to serve in 2022 as listed below:

Chair - Jason Graham
Vice-Chair - Brian Zick
Treasure - Robert Fleck
at large - Jeremy Woolf
at large – Todd Hepworth
at large - Chris Bieker
at large - Vacant

12. DECISION ITEM: 2022 Utility Plan Review Committee

The Association will be accepting nominations for the Utility Plan review committee. Currently, the Utility Plan review committee now includes:

Chair - Robert Fleck
- Jason Graham
- Carlos Medina
- Brian Zick
- Chris Manely
- Kelia Flores
- Matt Allen

13. OTHER BUSINESS:

a) Workgroup Updates; Can be accessed here:

https://drive.google.com/drive/u/1/folders/1mAStJ7L24LgM3_Gu64zh4Q6FbxknNjrt

14. ADJOURN

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Designated Management and Operation Agency Members

1	Ault	Voting	Grant Ruff	Dustin Preston
2	Berthoud	Voting	Chris Kirk	Wayne Ramey
3	Boxelder Sanitation District	Voting	Brian Zick	David Lewis
4	Brighton	Voting	Kim Schoen	
5	Broomfield	Voting	Ken Rutt	Dennis Rodriguez
6	Eaton	Voting	Gary Carsten	Jeff Schreier
7	Erie	Voting	Jon Coyle	Todd Fessenden
8	Estes Park Sanitation District	Voting	James Duell	
9	Evans	Voting	Randy Ready	Todd Hepworth
10	Fox Acres	Voting	Richard Hopp	Ted Carter
11	Ft. Collins	Voting	Jason Graham	Bonnie Pierce
12	Ft. Lupton	Voting	Jon Mays	Chris Cross
13	Galeton Water & Sanitation District	Voting	William Warren	
14	Greeley	Voting	Jeremy Woolf	Adam Prior
15	Hudson	Voting	Guy Patterson	Hunter Fobare
16	Johnstown	Voting	Ellen Hilbig	Matt LeCerf
17	Kersey	Voting	Christian Morgan	
18	Larimer County	Voting	Chris Manley	Keila Flores
19	LaSalle	Voting	Barry Schaeffer	
20	Lochbuie	Voting	Steve Stamey	
21	Longmont	Voting	Kathryne Marko	Dale Rademacher
22	Loveland	Voting	Joe Creaghe	Brandon Cayou
23	Mead	Voting	Hellen Migchelbrink	Erika Rasmussen
24	Metro Water Recovery	Voting	Kim Cowan	Katie Koplitz
25	Milliken	Voting	Don Stonebrink	Brad Simons
26	Northglenn	Voting	Manuel Freye	Brain Malavsky
27	Pierce	Voting	Pat Larson	
28	Platteville	Voting	David Brand	
29	Severance	Voting	Nicholas Wharton	Mike Ketterling
30	South Ft. Collins San. Dist.	Voting	Chris Pletcher	Eric Bailey
31	St. Vrain San. District	Voting	Rob Fleck	Dave Cross
32	Timnath	Voting	Don Taranto	
33	Upper Thompson San. Dist.	Voting	Chris Bieker	Matt Allen
34	Weld County	Voting	Skip Holland	Katie Sall
35	Wellington	Voting	Bob Gowing	Mike Flores
36	Windsor	Voting	Dennis Markham	

Associates and Industries

37	NCWCD	Voting	Curtis Hartenstine	Ester Vincent
38	Carestream	Voting	John Dinges	

38 Representative Votes / 9 Representatives required for Quorum (25%)

rev.7-14-2021

Attachment #2



ASSOCIATION MEETING MINUTES

October 28, 2021; 2:00 PM

Remote Meeting

1. **CALL MEETING TO ORDER.**

Mr. Thomas called the meeting to order at 2:00 PM.

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

Attendance:

NFRWQPA – Mr. Thomas, Manager
Executive Committee Officers –
Vice-Chair – Brian Zick – Boxelder S.D.
Officer – Chris Bieker – Upper Thomspon S.D.
Officer – Todd Hepworth – Evans
Executive Committee Officers Absent –
Chair – Jason Graham – Ft. Collins
Treasurer – Rob Fleck – St. Vrain S.D.
Officer – Jermy Woolf – Greeley
Officer – Vacant

Membership –
Brand Cayou – Loveland
Dave Cross – St. Vrain S.D.
Dennis Markham – Windsor

Desirray Bonsall – Loveland
Dustin Preston – Ault
John Dinges - Carestream
John Gage – Longmont
Lauren Light - WCDPHE
Mary Paterniti – Longmont
Matt Allen – Upper Thomspon S.D.
Manuel Freyre - Northglenn
Suzanne Jurgens – Upper Thomspon S.D.

Public –
Steve Ravel – Merrick
Andrew Stewart – Merrick

– Mr. Thomas announced a quorum.

3. **APPROVAL OF AGENDA.**

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

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

Membership did not disclose any potential conflicts of interest.

5. **PUBLIC COMMENTS.**

No members of the public stated any public comments.

6. **APPROVAL OF PAST MINUTES.**

Mr. Zick moved to approve the meeting minutes from September 23, 2021, seconded by Mr. Bieker. – Motion carried unanimously.

7. **FINANCIAL REPORTS.**

Mr. Bieker moved to approve the September 2021 financial statement, seconded by Mr. Hepworth. – Motion carried unanimously.

8. **DISCUSSION ITEM:** Stream Segment Reclassification.

Mr. John Gage and Ms. Mary Paterniti discussed with membership the stream segment reclassification to water supply use for which the City of Longmont WWTF discharges. The recent change could affect additional permit parameters such as Nitrate, including other dischargers on the segment such as St. Vrain Sanitation District. Mr. Andrew Stewart stated the Towns of Vail and Avon went through a similar situation and could reach out to them for assistance if requested. From the Colorado Wastewater Utility Council meeting, Ms. Julie Tinetti with the Centennial Sanitation District went through a segment reclassification with the Division eventually reverting the decision.

9. **DECISION ITEM:** Code of Ethics and Values.

Mr. Thomas presented to membership the proposed Code of Ethics and Values to be adopted in the next 208 Areawide Water Quality Management Plan update (2022) and posted online. Mr. Bieker moved to approve the Code of Ethics and Values as presented, seconded by Mr. Zick. – Motion carried unanimously.

10. **DECISION ITEM:** Designated Management and Operating Agencies Responsibilities.

Mr. Thomas presented to membership the proposed Designated Management and Operating Agencies Responsibilities to be adopted in the next 208 Areawide Water Quality Management Plan update (2022) and posted online. Mr. Cross asked that the acronyms be defined for clarity if the document was to stand alone outside of the 208 Areawide Water Quality Management Plan. Mr. Hepworth moved to approve the Designated Management and Operating Agencies Responsibilities defining the acronyms, seconded by Mr. Bieker. – Motion carried unanimously.

11. **DECISION ITEM:** Upper Thompson Sanitation District Utility Plan Amendment & 208 Plan Amendment.

Mr. Chris Bieker with Upper Thompson Sanitation District and Mr. Steve Ravel with Merrick presented the Upper Thompson Sanitation District Utility Plan Amendment and 208 Plan Amendment. The amendment incorporates a copy of the preliminary effluent limits (PELs) for the new wastewater treatment facility. In addition to selecting a final treatment alternative for the new wastewater facility to achieve water quality-based limits within the PELs. The 208 Plan Amendment public notice period regarding the intent to build a new treatment facility was August 12, 2021, to October 11, 2021, and posted on the Association website on August 12, 2021. The Association received no public comments. Mr. Zick moved to approve the Upper Thompson Sanitation District Utility Plan Amendment and 208 Plan Amendment, seconded by Mr. Hepworth. – Motion carried unanimously.

12. **OTHER BUSINESS:**

a) Workgroup Updates; Can be accessed here:

https://drive.google.com/drive/u/1/folders/1mASStJ7L24LgM3_Gu64zh4Q6FbxknNjrt

13. **ADJOURN.**

Attachment #3

North Front Range Water Quality Planning Association
Statements of Revenue and Expenses - Budget vs. Actual - Cash Basis
As of October 31, 2021 and September 30, 2021

	<u>Oct 31, 21</u>	<u>Sept 30, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Checking NFRWQPA	9,240.13	10,623.80	-1,383.67
1250 · Colorado Trust NFRWQPA	575,490.69	585,482.49	-9,991.80
Total Checking/Savings	<u>584,730.82</u>	<u>596,106.29</u>	<u>-11,375.47</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>586,083.82</u>	<u>597,459.29</u>	<u>-11,375.47</u>
TOTAL ASSETS	<u>586,083.82</u>	<u>597,459.29</u>	<u>-11,375.47</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · Mark's CC x7640	145.32	119.88	25.44
Total Credit Cards	<u>145.32</u>	<u>119.88</u>	<u>25.44</u>
Other Current Liabilities			
2300 · Pension Payable	325.00	325.00	0.00
24000 · Payroll Liabilities			
2406 · Accrued Vacation Payable	1,592.31	1,592.31	0.00
2407 · PERA	1,865.20	1,865.21	-0.01
Total 24000 · Payroll Liabilities	<u>3,457.51</u>	<u>3,457.52</u>	<u>-0.01</u>
Total Other Current Liabilities	<u>3,782.51</u>	<u>3,782.52</u>	<u>-0.01</u>
Total Current Liabilities	<u>3,927.83</u>	<u>3,902.40</u>	<u>25.43</u>
Total Liabilities	<u>3,927.83</u>	<u>3,902.40</u>	<u>25.43</u>
Equity			
2810 · Assets Beginning of Year	572,240.82	572,240.82	0.00
32000 · Retained Earnings	51,739.87	51,739.87	0.00
Net Income	-41,824.70	-30,423.80	-11,400.90
Total Equity	<u>582,155.99</u>	<u>593,556.89</u>	<u>-11,400.90</u>
TOTAL LIABILITIES & EQUITY	<u>586,083.82</u>	<u>597,459.29</u>	<u>-11,375.47</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 Ten Month Periods Ended October 31, 2021

	<u>October 21</u>	<u>Jan-Oct 21</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
9010 · Membership Dues	-	87,926.62	90,484.00	97.17
9020 · Interest Income	8.20	252.78	6,000.00	4.21
9030 · CDPH & E	-	-	10,800.00	-
9990 · Miscellaneous	-	40.00	-	100.00
Total Revenues	<u>8.20</u>	<u>88,219.40</u>	<u>107,284.00</u>	<u>82.23</u>
Expenses				
3100 · Salary	7,697.86	76,978.60	92,374.26	83.33
3103 · Vision Stipend	-	100.00	100.00	100.00
3200 · Health Insurance	338.72	3,387.20	4,500.00	75.27
3210 · Dental & Vision Insurance	107.40	1,074.00	1,000.00	107.40
3220 · Life Insurance	65.83	658.30	1,000.00	65.83
3400 · FICA/PERA Manager	1,286.47	12,864.75	17,000.00	75.68
3600 · Workman's Compensation	-	13.00	425.00	3.06
5010 · Rent & Utilities	1,326.00	13,182.00	16,000.00	82.39
5100 · Telephone Cellular	75.00	750.00	900.00	83.33
5120 · Interest	-	-	10.00	-
5130 · Internet Service	149.00	1,395.59	2,000.00	69.78
5140 · IT Support	100.00	2,636.88	3,000.00	87.90
5150 · Advertising	-	-	500.00	-
5160 · Insurance	-	506.00	450.00	112.44
5200 · Printing	-	-	-	-
5250 · Legal Notices	-	-	-	-
5300 · Office Supplies	45.32	1,782.55	2,000.00	89.13
5350 · Postage	-	58.55	150.00	39.03
5400 · Dues & Subscriptions	-	6,767.39	7,500.00	90.23
5425 · Intergovernmental Assist	-	-	10,000.00	-
5450 · Training	-	-	500.00	-
5500 · Mileage Reimbursement	-	-	2,000.00	-
5510 · Meals & Lodging	-	29.97	2,500.00	1.20
5520 · Transportation	-	-	500.00	-
5550 · Conferences	-	-	2,000.00	-
5600 · Accounting	217.50	2,063.75	4,500.00	45.86
5650 · Auditing	-	-	6,500.00	-
5700 · Legal	-	2,844.92	10,000.00	28.45
5750 · Bank Charges	-	-	50.00	-
5800 · Capital Recovery	-	-	750.00	-
5850 · Capital Expenditures	-	-	4,500.00	-
5900 · Contingency Website	-	-	-	-
6010 · Contract Services/GIS	-	-	5,000.00	-
6011 · Contract Services Office	-	-	-	-
6020 · Contract Supplies State	-	-	-	-
6025 · Operations Contingency w/	-	2,950.65	15,000.00	19.67
7000 · Miscellaneous Expense	-	-	100.00	-
Total Expenses	<u>11,409.10</u>	<u>130,044.10</u>	<u>212,809.26</u>	<u>61.11</u>
Net Revenues and Expenses	<u><u>(11,400.90)</u></u>	<u><u>(41,824.70)</u></u>	<u><u>(105,525.26)</u></u>	<u><u>39.63</u></u>

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