



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

May 27, 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](tel:+17207396745)

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. **DETERMINATION OF A QUORUM FROM MEMBERSHIP.** – Attachment #1 (page 2).
3. **APPROVAL OF AGENDA.**
4. **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST.**
5. **PUBLIC COMMENTS.**
6. **APPROVAL OF PAST MINUTES.** - Attachment #2 (page 3-6).
For review and consideration are the March 25, 2021, meeting minutes.
7. **FINANCIAL REPORTS:** – Attachment #3 (page 7-11).
For review and consideration are the March and April 2021 financial statements.
8. **PRESENTATION:** Colorado State University One Water Solutions Institute (eRAMS). NFRWQPA has worked with One Water Solutions Institute to develop a series of custom analyses in the eRAMS Tool: the CLEAN Dashboard. Specifically, these analyses support the assessment of nonpoint and point source contributions to nutrient pollution based on agency wastewater utility service area (WUSA) extents. Including customized outputs meeting the Association’s requirements for the Utility Plan Guidance Document and 208 Regional Areawide Water Quality Management Plan. These tools and their assessment features will be previewed in anticipation of their release with complete support documentation in the coming weeks.
9. **DISCUSSION ITEM:** NFRWQPA Party Status Filed for Regulation No. 64.
The Association did file for party status for the upcoming hearing for the Biosolids Regulation No. 64.
10. **OTHER BUSINESS:**
 - a) Workgroup Updates; Can be accessed here:
https://drive.google.com/drive/u/1/folders/1mAStJ7L24LgM3_Gu64zh4Q6FbxknNjrt

NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION

257 Johnstown Center Dr.; Unit 206
 Johnstown, CO 80534
 970.587.8872 - <http://www.nfrwqpa.org>

Designated Management and Operation Agency Members

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	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	Justin Scholz
15	Hudson	Voting	Guy Patterson	Hunter Fobare
16	Johnstown	Voting	Marco Carani	Matt LeCerf
17	Kersey	Voting	Christian Morgan	
18	Larimer County	Voting	Chris Manley	
19	LaSalle	Voting	Barry Schaeffer	
20	Lochbuie	Voting	Steve Stamey	
21	Longmont	Voting	Kathryne Marko	Dale Rademacher
22	Loveland	Voting	Joe Creaghe	Carlos Medina
23	Mead	Voting	Hellen Migchelbrink	Erika Rasmussen
24	Metro Wastewater Rec. Dist.	Voting	Tom Acampora	Katie Koplitz
25	Milliken	Voting	Don Stonebrink	Brad Simons
26	Northglenn	Voting	Manual 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	

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

rev.3-10-2021

Attachment No. 2



ASSOCIATION MEETING MINUTES

March 25, 2021; 2:00 PM

Remote Meeting Only

1. **CALL MEETING TO ORDER.**

Mr. Thomas, NFRWQPA Manager, called the meeting to order at 2:04 PM.

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

In attendance: Mark Thomas, Thomas Acampora, Brian Zick, Rob Fleck, Chris Bieker, Jermy Woolf, Dave Taylor, Dennis Markham, Dustin Preston, Joe Creaghe, John Dinges, Jon Coyle, Jon Mays, Justin Scholz, Katie Koplitz, Linda Dibble, Marty Zulkoski, Matt Allen, Nathan Martinson, Randy Sorenson, Robert Porsch, Stephanie Brothers, and Todd Hepworth. – Mr. Thomas announced a quorum.

3. **APPROVAL OF AGENDA.**

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

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

Mr. Woolf of the City of Greeley abstained from agenda topic # 9, the City of Greeley Ashcroft Lift Station Site Application.

5. **PUBLIC COMMENTS.**

No members of the public stated any public comments.

6. **APPROVAL OF PAST MINUTES.**

Mr. Acampora moved to approve the minutes from February 25, 2021, seconded by Mr. Woolf. – Motion carried unanimously.

7. **FINANCIAL REPORTS.**

The Financial Statements for February 2021 were not considered for approval mistakenly during the meeting. The Financial Statements for February 2021 will be presented for consideration at the next Association meeting.

8. **DISCUSSION ITEM:** 208 Planning Considerations for Designated Management and Operation Agencies.

Mr. Thomas, NFRWQPA Manager, opened the discussion explaining the discussion topic for 208 Planning Considerations for Designated Management and Operation Agencies is intended to ensure that Designated Management and Operation Agencies are planning for current and future water quality limits and regulations. By preparing for Utility Plans, fee rate increases, tap fee increases, population projections, facility capacity increases, facility upgrades to meet water quality standards, inflow and infiltration issues, service area increases, consolidation considerations, and nonpoint source control considerations, the planning region. The open discussion involved the agencies in attendance in discussing their planning to meet the water quality limits of Regulation No. 31. Membership consensus was to participate in the Water Quality Control Division's Voluntary Incentive Program (VIP) to earn years of credit to delay compliance and wait and see what treatment is most effective in treating nutrients before upgrading their wastewater treatment facilities.

9. **DECISION ITEM:** City of Greeley Ashcroft Lift Station Site Application.

The City of Greeley submitted a Regulation 22 Site Location and Design application for the Ashcroft Lift

Station (22.9). The Ashcroft Lift Station is a 0.5 MGD lift station with a 1.4 MGD peak hour capacity. The proposed lift station is documented within the City of Greeley Utility Plan approved December 12, 2019. Mr. Schultz with the City of Greeley presented the Ashcroft Lift Station application for consideration. Mr. Bieker with Upper Thompson Sanitation District questioned the Site Application regarding adequate force main redundancy per the state's Design Criteria for Domestic Wastewater Treatment Works (WPC-DR-1). Further, inquiry referencing the state's Design Criteria for Domestic Wastewater Treatment Works (WPC-DR-1) didn't show any redundancy requirements during the meeting. Membership asked Mr. Schultz to inform the Association on whether or not the state will require redundancy of force mains for the lift station's construction approval. Mr. Bieker moved to approve the City of Greeley Ashcroft Lift Station Site Application, seconded by Mr. Acampora. – Motion carried unanimously.

10. DECISION ITEM: Riverview RV Park Utility Plan.

The Riverview RV Park submitted a Utility Plan for consideration and approval. Riverview RV Park located at 2444 River Rim Road, Loveland; CO 80537 is an unincorporated part of Larimer County, approximately 3 miles west of Loveland. The park contains 134 RV slots, 16 tiny homes, and a rustic cabin. The property currently provides wastewater treatment utilizing a network of septic tanks, lift stations, and leach fields. The Utility Plan proposes to use the septic tanks and lift stations as primary settling for a centralized extended aeration process with anoxic zones, secondary settling, chlorine disinfection discharging into a disposal leach field on-site. Mr. Zulkoski with Clear Water Supply representing Riverview RV Park presented an overview of the Utility Plan's purpose and drivers. Mr. Thomas, NFRWQPA Manager, discussed the Utility Plan Review Committee's general comments and concerns, stating that the Utility Plan meets the Association Utility Plan Guidance Document's minimum requirements. Mr. Hepworth expressed concerns with the Riverview RV Park entire site being in the 100-year floodplain once Larimer County updates the Colorado Hazard Mapping Program (CHAMP) floodplain maps. Although the Association does not review and approve design criteria, Mr. Hepworth requested that the Riverview RV Park facilities be constructed to flood standards. Mr. Thomas stated that Larimer County has reviewed the Utility Plan and project and has approved it as a referral agency. Mr. Hepworth moved to approve the Riverview RV Park Utility Plan, seconded by Mr. Mays. – Motion carried unanimously.

11. DISCUSSION ITEM: Continuation - Public Meeting Notice to Modify Association Dues for 2022 – Attachment #4 (pages 8-12).

This discussion is a continuation of the January 28, 2021, and February 25, 2021 meetings to modify the Association Dues for 2022. At the Executive Committee meeting on March 4, 2021, the committee agreed to propose the dues contribution level equal to Associates at \$1,275, as illustrated in track changes of Attachment #4 presented during the meeting. Mr. Thomas presented legal counsel's review, ensuring the proposal to modify the dues for 2022, including assessing nonmember review fees, will not jeopardize the Association's 501(c)1 status, nor is the proposal in conflict with Articles of Association. Membership did not have any further discussion.

12. DISCUSSION ITEM: NFRWQPA Party Status Filed for Regulation No. 31 and 38.

Mr. Thomas informed the membership that the Association did file for party status for the upcoming hearing for the Basic Standards and Methodologies for Surface water Regulation No. 31 and the South Platte River Basin, Laramie River Basin, Republican River Basin, Smokey Hill River Basin Regulation No. 38. The Prehearing conference will be May 18, 2021, and the Rulemaking Hearing is scheduled for June 14, 2021. Membership did not have any further discussion.

13. OTHER BUSINESS:

a) Workgroup Updates; Can be accessed here:

<https://drive.google.com/drive/u/1/folders/1ZuqjIQadwnsZKi5G21ovoCSMzNJ-rOcq>

14. **ADJOURN.**

Attachment No. 3

North Front Range Water Quality Planning Association
Statements of Revenue and Expenses - Budget vs. Actual - Cash Basis
As of March 31, 2021 and February 28, 2021

	<u>March 31, 21</u>	<u>Feb 28, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Checking NFRWQPA	40,623.63	52,639.89	-12,016.26
1250 · Colorado Trust NFRWQPA	605,365.63	605,332.33	33.30
Total Checking/Savings	<u>645,989.26</u>	<u>657,972.22</u>	<u>-11,982.96</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>647,342.26</u>	<u>659,325.22</u>	<u>-11,982.96</u>
TOTAL ASSETS	<u>647,342.26</u>	<u>659,325.22</u>	<u>-11,982.96</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · Mark's CC x7640	1,224.19	1,401.55	-177.36
Total Credit Cards	<u>1,224.19</u>	<u>1,401.55</u>	<u>-177.36</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	1,865.27	1,865.27	0.00
Total 24000 · Payroll Liabilities	<u>3,457.58</u>	<u>3,457.58</u>	<u>0.00</u>
Total Other Current Liabilities	<u>3,782.58</u>	<u>3,782.58</u>	<u>0.00</u>
Total Current Liabilities	<u>5,006.77</u>	<u>5,184.13</u>	<u>-177.36</u>
Total Liabilities	<u>5,006.77</u>	<u>5,184.13</u>	<u>-177.36</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	<u>18,354.80</u>	<u>30,160.40</u>	<u>-11,805.60</u>
Total Equity	<u>642,335.49</u>	<u>654,141.09</u>	<u>-11,805.60</u>
TOTAL LIABILITIES & EQUITY	<u>647,342.26</u>	<u>659,325.22</u>	<u>-11,982.96</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 Two Month Periods Ended February 28, 2021

	<u>March 21</u>	<u>Jan-March 21</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
9010 · Membership Dues	5,640.50	61,008.12	90,484.00	67.42
9020 · Interest Income	33.30	127.72	6,000.00	2.13
9030 · CDPH & E	-	-	10,800.00	-
9990 · Miscellaneous	40.00	40.00	-	100.00
Total Revenues	<u>5,713.80</u>	<u>61,175.84</u>	<u>107,284.00</u>	<u>57.02</u>
Expenses				
3100 · Salary	7,697.86	23,093.58	92,374.26	25.00
3103 · Vision Stipend	-	-	100.00	-
3200 · Health Insurance	338.72	1,016.16	4,500.00	22.58
3210 · Dental & Vision Insurance	107.40	322.20	1,000.00	32.22
3220 · Life Insurance	65.83	197.49	1,000.00	19.75
3400 · FICA/PERA Manager	1,286.48	3,859.44	17,000.00	22.70
3600 · Workman's Compensation	13.00	13.00	425.00	3.06
5010 · Rent & Utilities	1,300.00	3,900.00	16,000.00	24.38
5100 · Telephone Cellular	75.00	225.00	900.00	25.00
5120 · Interest	-	-	10.00	-
5130 · Internet Service	148.90	434.66	2,000.00	21.73
5140 · IT Support	240.00	2,357.00	3,000.00	78.57
5150 · Advertising	-	-	500.00	-
5160 · Insurance	-	-	450.00	-
5200 · Printing	-	-	-	-
5250 · Legal Notices	-	-	-	-
5300 · Office Supplies	232.20	1,006.20	2,000.00	50.31
5350 · Postage	-	58.55	150.00	39.03
5400 · Dues & Subscriptions	5,697.51	5,697.51	7,500.00	75.97
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	302.50	626.25	4,500.00	13.92
5650 · Auditing	-	-	6,500.00	-
5700 · Legal	14.00	14.00	10,000.00	0.14
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/	-	-	15,000.00	-
7000 · Miscellaneous Expense	-	-	100.00	-
Total Expenses	<u>17,519.40</u>	<u>42,821.04</u>	<u>212,809.26</u>	<u>20.12</u>
Net Revenues and Expenses	<u>(11,805.60)</u>	<u>18,354.80</u>	<u>(105,525.26)</u>	<u>(17.39)</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
As of April 30, 2021 and March 31, 2021

	<u>April 30, 21</u>	<u>March 31, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Checking NFRWQPA	49,340.91	40,623.63	8,717.28
1250 · Colorado Trust NFRWQPA	605,394.16	605,365.63	28.53
Total Checking/Savings	<u>654,735.07</u>	<u>645,989.26</u>	8,745.81
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>	0.00
Total Current Assets	<u>656,088.07</u>	<u>647,342.26</u>	8,745.81
TOTAL ASSETS	<u>656,088.07</u>	<u>647,342.26</u>	<u>8,745.81</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · Mark's CC x7640	665.70	1,224.19	-558.49
Total Credit Cards	<u>665.70</u>	<u>1,224.19</u>	-558.49
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	1,865.26	1,865.27	-0.01
Total 24000 · Payroll Liabilities	<u>3,457.57</u>	<u>3,457.58</u>	-0.01
Total Other Current Liabilities	<u>3,782.57</u>	<u>3,782.58</u>	-0.01
Total Current Liabilities	<u>4,448.27</u>	<u>5,006.77</u>	-558.50
Total Liabilities	4,448.27	5,006.77	-558.50
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	<u>27,659.11</u>	<u>18,354.80</u>	9,304.31
Total Equity	<u>651,639.80</u>	<u>642,335.49</u>	9,304.31
TOTAL LIABILITIES & EQUITY	<u>656,088.07</u>	<u>647,342.26</u>	<u>8,745.81</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 Four Month Periods Ended April 30, 2021

	<u>April 21</u>	<u>Jan-April 21</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
9010 · Membership Dues	23,491.00	84,499.12	90,484.00	93.39
9020 · Interest Income	28.53	156.25	6,000.00	2.60
9030 · CDPH & E	-	-	10,800.00	-
9990 · Miscellaneous	-	40.00	-	100.00
Total Revenues	<u>23,519.53</u>	<u>84,695.37</u>	<u>107,284.00</u>	<u>78.95</u>
Expenses				
3100 · Salary	7,697.86	30,791.44	92,374.26	33.33
3103 · Vision Stipend	-	-	100.00	-
3200 · Health Insurance	338.72	1,354.88	4,500.00	30.11
3210 · Dental & Vision Insurance	107.40	429.60	1,000.00	42.96
3220 · Life Insurance	65.83	263.32	1,000.00	26.33
3400 · FICA/PERA Manager	1,286.48	5,145.92	17,000.00	30.27
3600 · Workman's Compensation	-	13.00	425.00	3.06
5010 · Rent & Utilities	1,326.00	5,226.00	16,000.00	32.66
5100 · Telephone Cellular	75.00	300.00	900.00	33.33
5120 · Interest	-	-	10.00	-
5130 · Internet Service	149.00	583.66	2,000.00	29.18
5140 · IT Support	-	2,357.00	3,000.00	78.57
5150 · Advertising	-	-	500.00	-
5160 · Insurance	-	-	450.00	-
5200 · Printing	-	-	-	-
5250 · Legal Notices	-	-	-	-
5300 · Office Supplies	-	1,006.20	2,000.00	50.31
5350 · Postage	-	58.55	150.00	39.03
5400 · Dues & Subscriptions	100.00	5,797.51	7,500.00	77.30
5425 · Intergovernmental Assist	-	-	10,000.00	-
5450 · Training	-	-	500.00	-
5500 · Mileage Reimbursement	-	-	2,000.00	-
5510 · Meals & Lodging	20.51	20.51	2,500.00	0.82
5520 · Transportation	-	-	500.00	-
5550 · Conferences	-	-	2,000.00	-
5600 · Accounting	217.50	843.75	4,500.00	18.75
5650 · Auditing	-	-	6,500.00	-
5700 · Legal	2,830.92	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/	-	-	15,000.00	-
7000 · Miscellaneous Expense	-	-	100.00	-
Total Expenses	<u>14,215.22</u>	<u>57,036.26</u>	<u>212,809.26</u>	<u>26.80</u>
Net Revenues and Expenses	<u><u>9,304.31</u></u>	<u><u>27,659.11</u></u>	<u><u>(105,525.26)</u></u>	<u><u>(26.21)</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.