



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

October 26, 2023 @ 2:00 PM

Hybrid Meeting

Microsoft Teams meeting

[Click here to join the meeting](#)

Meeting ID: 242 476 509 668

Passcode: SP9BcZ

Or call in (audio only)

[+1 720-739-6745](tel:+17207396745)

Phone Conference ID: 857 202 912#

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 (page 3).
4. **APPROVAL OF AGENDA.**
5. **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST.**
6. **PUBLIC COMMENTS.**
7. **APPROVAL OF PAST MINUTES.** – Attachment #2 (pages 4-6).
For review and consideration are the September 28, 2023, meeting minutes.
8. **FINANCIAL REPORTS:** – Attachment #3 (pages 7-9).
For review and consideration are the September 2023 financial statements.
9. **DECISION ITEM:** The City of Evans Utility Plan and 208 Boundary Modification.
As directed by the membership during the September 28, 2023 meeting, the City of Evans has rescinded the proposed 208 boundary modifications within the Utility Plan. The City of Evans, the Town of Milliken, and the Town of LaSalle will collaborate on future 208 boundaries in a coordinated, agreed-upon effort. The City of Evans Utility Plan proposes to expand its WWTF from 2.88 MGD and 6,624 ppd BOD to 3.22 MGD and 10,300 ppd BOD (2040), including numerous collection system projects. The Utility Plan final draft and other associated materials are available on the website [here](#).
Recommendation: Membership Approval
10. **DECISION ITEM:** City of Evans Roadway Lift Station Site Application
The Evans Roadway Lift Station is located southwest of 31st Street and the HWY 85 intersection, servicing approximately 11.39 acres. The lift station will have a capacity of 150 GPM and 154.7 lbs. BOD/day

increasing the treatment facility's hydraulic loading to 58.6% and the organic loading to 84% of the total capacity. The City of Evans will provide the operations and maintenance of the lift station. The Site Application is available on the website [here](#).

Recommendation: Membership Approval

11. OTHER BUSINESS:

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

12. ADJOURN

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Designated Management and Operation Agency Members

	Designation	Primary Contact	Alternate Contact	2023 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		PAID
5 Broomfield, City & County	Management/Operation Agency	Ken Rutt	Dennis Rodriguez	PAID
6 Dacono, City of	Management Agency	Bobby Redd	Jennifer Krieger	PAID
7 Eaton, Town of	Management/Operation Agency	Greg Brinck	Wesley LaVanchy	PAID
8 Erie, Town of	Management/Operation Agency	Jon Coyle	Bruce Chameroy	PAID
9 Estes Park, Town of	Management Agency	Chris Eshelman	Reuben Bergsten	PAID
10 Estes Park Sanitation District	Operation Agency	James Duell		PAID
11 Evans, City of	Management/Operation Agency	Robby Porsch	Mark Oberschmidt	PAID
12 Fox Acres Community Services	Private Agency	Richard Hopp	Ted Carter	PAID
13 Ft. Collins, City of	Management/Operation Agency	Kathryne Marko	Jesse Schlam	PAID
14 Ft. Lupton, City of	Management/Operation Agency	Chris Cross		PAID
15 Galeton Water & Sanitation District	Operation Agency	William Warren		PAID
16 Greeley, City of	Management/Operation Agency	Tyler Eldridge	Adam Prior	PAID
17 Hudson, Town of	Management/Operation Agency	Bruce Lange	Jennifer Woods	PAID
18 Johnstown, Town of	Management/Operation Agency	Ellen Hilbig	Matt LeCerf	PAID
19 Keenesburg, Town of	Management/Operation Agency	Mark Gray		PAID
20 Kersey, Town of	Management/Operation Agency	Christian Morgan		PAID
21 Larimer County	Management Agency	Chris Manley	Keila Flores	PAID
22 LaSalle, Town of	Management/Operation Agency	Barry Schaeffer		PAID
23 Lochbuie, Town of	Management/Operation Agency	Steve Stamey	Wayne Ramey	PAID
24 Longmont, City of	Management/Operation Agency	Mary Paterniti	Annie Noble	PAID
25 Loveland, City of	Management/Operation Agency	Joe Creaghe	Brandon Cayou	PAID
26 Mead, Town of	Management/Operation Agency	Hellen Migchelbrink	Erika Rasmussen	PAID
27 Metro Water Recovery	Operation Agency	Reed Koenig	Katie Koplitz	PAID
28 Milliken, Town of	Management/Operation Agency	Don Stonebrink	Brad Simons	PAID
29 Northglenn, City of	Management/Operation Agency	Manuel Freye	Shelley Stanley	PAID
30 Pierce, Town of	Management/Operation Agency	Pat Larson		PAID
31 Platteville, Town of	Management/Operation Agency	David Brand	Josh Leyba	PAID
Resource Colorado Water & Sanitation				
32 Metro District		Paul Wilson	Paul Goluskin	PAID
33 Severance, Town of	Management/Operation Agency	Nicholas Wharton	Mike Ketterling	PAID
34 South Ft. Collins San. Dist.	Management/Operation Agency	Derik Caudill	Eric Bailey	PAID
35 St. Vrain Sanitation District	Management/Operation Agency	Rob Fleck	Dave Cross	PAID
36 Timnath, Town of	Management/Operation Agency	Don Taranto		PAID
37 Upper Thompson San. Dist.	Management/Operation Agency	Chris Bieker	Matt Allen	PAID
38 Weld County	Management Agency	Tom Parko	Katie Sall	PAID
39 Wellington, Town of	Management/Operation Agency	Bob Gowing	Mike Flores	PAID
40 Windsor, Town of	Management/Operation Agency	Dennis Markham		PAID

Associates and Industries

41 NCWCD	Associate	Anna Hermes	Ester Vincent	PAID
42 Carestream	Industry	John Dinges		PAID

42 Representative Votes / 10 Representatives required for Quorum (25%)

rev.6-28-2023

Attachment #2



ASSOCIATION MEETING MINUTES

September 28, 2023, 2:00 PM

1. **CALL MEETING TO ORDER.**

Mr. Thomas called the meeting to order at 2:02 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.

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

Officer – Chris Bieker – Upper Thompson S.D.

Officer – Mark Oberschmidt – Evans

Executive Committee Officers Absent –

Officer – Derik Caudill – S. Fort Collins S.D.

Vice Chair – Vacant

Officer – Tyler Eldridge – Greeley

Officer – Tom Parko – Weld County

Membership –

Annie Noble – Longmont

Brandon Cayou – Loveland

Carol Dollard – CSU

Cheryl Powell – Milliken

Chris Manley – Larimer County

Dennis Markham – Windsor

Don Stonebrink – Milliken

Dustin Preston – Ault

John Dinges – Carestream

Katie Sall – Weld County

Ken Mathews – Berthoud

Lyndsay Holbrook – Weld County

Mary Paterniti – Longmont

Reed Koenig – Metro Water Recovery

Robby Porsch – Evans

Public –

Fernando Molina – JBS

Christopher Perdue – Strategic Site Designs

Nathan Martinson – MC Engineers

Brad Simons - MMI

– Mr. Thomas announced a quorum.

4. **APPROVAL OF AGENDA.**

Mr. Oberschmidt motioned to approve the agenda, seconded by Mrs. Sall - Motion carried unanimously.

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

Mr. Oberschmidt and Mr. Porsch, representing the City of Evans, recused themselves from agenda item No. 9.

6. **PUBLIC COMMENTS.**

No public comments were stated.

7. **APPROVAL OF PAST MINUTES.**

Mr. Zick motioned to approve the August 24, 2023, meeting minutes, seconded by Mr. Oberschmidt. – the motion carried unanimously.

8. **FINANCIAL REPORTS.**

Mrs. Sall moved to approve the August 2023 financial statements, seconded by Mr. Simons. – the motion

carried unanimously.

9. **DECISION ITEM:** The City of Evans Utility Plan and 208 Boundary Modification.

Mr. Thomas introduced the City of Evans Utility Plan and 208 Boundary Modification for consideration, discussing public comments submitted by the Town of Milliken regarding Evans' 208 Boundary modification and the Utility Plan Review Committee findings. The Town of Milliken submitted public comments and summarized those comments with the local agency referral form conditionally approving the Utility Plan with comments. "The Town of Milliken recommends approval of Evans' WWUMP as long as all references to "proposed boundaries" are excluded from the text and exhibits in the final document. NFRWQPA's Utility Plan Guidance Document clearly indicates NFRWQPA cannot accept utility plans that include overlapping service areas unless an intergovernmental agreement (IGA) or memorandum of understanding (MOU) is in place between the entities establishing the service process in the overlapping area. Until such time any proposed service area boundaries, including overlapping service areas, are resolved through local planning processes between Evans and Milliken and an IGA or MOU is in place, all references to "proposed boundaries" should be excluded from the text and exhibits." As a result, the membership recommended Evans make those corrections in coordination with the Town of Milliken and schedule the project for reconsideration during the October 26, 2023, membership meeting.

10. **DECISION ITEM:** Resource Colorado Water and Sanitation Metro District Site Application.

Mr. Perdue, representing Resource Colorado Water and Sanitation Metro District, presented its Site Application for a new WWTF for consideration. The Utility Plan and Site Application have a WWTF rating of 0.6 mgd and 1,500 ppd BOD with future expansions planned. The first expansion of the facility, will double the hydraulic and organic loading limit. The Resource Colorado Water and Sanitation Metro District Utility Plan and 208 Plan Amendment approved on February 23, 2023, included a 208 Areawide Water Quality Management Plan Amendment, constructing a new WWTF and a 208 Wastewater Utility Service Area boundary modification.

Mrs. Sall moved to approve the Resource Colorado Water and Sanitation Metro District Site Application for a new WWTF, seconded by Mr. Simons. – the motion carried unanimously.

11. **OTHER BUSINESS:**

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

12. **ADJOURN**

Attachment #3

North Front Range Water Quality Planning Association
Financial Balance Sheet Statement - Budget vs. Actual - Cash Basis
As of September 30, 2023 and August 31, 2023

	<u>Sept. 30, 23</u>	<u>August 31, 23</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Checking NFRWQPA	19,495.85	33,433.46	-13,937.61
1250 · Colorado Trust NFRWQPA	630,496.79	627,555.52	2,941.27
Total Checking/Savings	<u>649,992.64</u>	<u>660,988.98</u>	<u>-10,996.34</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>651,345.64</u>	<u>662,341.98</u>	<u>-10,996.34</u>
TOTAL ASSETS	<u>651,345.64</u>	<u>662,341.98</u>	<u>-10,996.34</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · Mark's CC x7640	1,242.11	1,165.56	76.55
Total Credit Cards	<u>1,242.11</u>	<u>1,165.56</u>	<u>76.55</u>
Other Current Liabilities			
2300 · Pension Payable	621.60	621.60	0.00
24000 · Payroll Liabilities	0.00	0.00	0.00
2406 · Accrued Vacation Payable	1,592.31	1,592.31	0.00
2407 · PERA	2,335.61	2,335.61	0.00
Total 24000 · Payroll Liabilities	<u>3,927.92</u>	<u>3,927.92</u>	<u>0.00</u>
Total Other Current Liabilities	<u>4,549.52</u>	<u>4,549.52</u>	<u>0.00</u>
Total Current Liabilities	<u>5,791.63</u>	<u>5,715.08</u>	<u>76.55</u>
Total Liabilities	5,791.63	5,715.08	76.55
Equity			
2810 · Assets Beginning of Year	572,240.82	572,240.82	0.00
32000 · Retained Earnings	-20,229.24	-20,229.24	0.00
Net Income	<u>93,542.43</u>	<u>104,615.32</u>	<u>-11,072.89</u>
Total Equity	<u>645,554.01</u>	<u>656,626.90</u>	<u>-11,072.89</u>
TOTAL LIABILITIES & EQUITY	<u>651,345.64</u>	<u>662,341.98</u>	<u>-10,996.34</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 - Summary
For the One Month and Nine-Month Periods Ended September 30, 2022

	<u>September 23</u>	<u>Jan-Sept 23</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
9010 · Membership Dues		166,650.00	163,625.00	101.85
9015 · Nonmember Review Fees		3,985.00		
9020 · Interest Income	2,941.27	23,748.00	500.00	4,749.60
9030 · CDPH & E	-	23,450.00	23,700.00	98.95
9040 · 319 Grants NPS Watershed Plan	-	35,500.00	25,000.00	142.00
9990 · Miscellaneous	-	-	-	-
Total Revenues	<u>2,941.27</u>	<u>253,333.00</u>	<u>212,825.00</u>	<u>119.03</u>
Expenses				
3100 · Salary	11,620.07	104,580.68	154,008.00	67.91
3600 · Workman's Compensation	-	273.00	425.00	64.24
5010 · Rent & Utilities	1,353.00	12,177.00	20,000.00	60.89
5100 · Telephone Cellular	75.00	675.00	900.00	75.00
5120 · Interest	-	-	10.00	-
5130 · Internet Service	142.97	1,288.60	3,000.00	42.95
5140 · IT Support	-	3,964.03	5,000.00	79.28
5150 · Advertising	-	-	500.00	-
5160 · Insurance	-	500.00	750.00	66.67
5300 · Office Supplies	53.89	1,372.98	2,000.00	68.65
5350 · Postage	-	12.60	150.00	8.40
5400 · Dues & Subscriptions	-	6,697.51	10,000.00	66.98
5425 · Intergovernmental Assist	-	3,743.00	10,000.00	37.43
5450 · Training	-	-	500.00	-
5500 · Mileage Reimbursement	-	52.32	1,000.00	5.23
5510 · Meals & Lodging	47.23	518.12	2,500.00	20.72
5520 · Transportation	-	-	1,000.00	-
5550 · Conferences	-	125.00	3,000.00	4.17
5600 · Accounting	260.00	2,312.50	4,500.00	51.39
5650 · Auditing	-	-	7,500.00	-
5700 · Legal	462.00	1,784.50	15,000.00	11.90
5750 · Bank Charges	-	0.49	50.00	0.98
5800 · Capital Recovery	-	-	750.00	-
5850 · Capital Expenditures	-	-	5,000.00	-
6010 · Contract Services/GIS	-	19,713.24	50,000.00	39.43
6011 · Contract Services Office	-	-	2,500.00	-
6025 · Operations Contingency w/	-	-	20,000.00	-
Total Expenses	<u>14,014.16</u>	<u>159,790.57</u>	<u>320,043.00</u>	<u>49.93</u>
Net Revenues and Expenses	<u>(11,072.89)</u>	<u>93,542.43</u>	<u>(107,218.00)</u>	<u>(87.25)</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.