



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.  
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.

**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 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](https://drive.google.com/drive/u/1/folders/1mAStJ7L24LgM3_Gu64zh4Q6FbxknNjrt)

**14. ADJOURN**

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**Designated Management and Operation Agency Members**

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

**Associates and Industries**

37	<b>NCWCD</b>	Voting	Curtis Hartenstine	Ester Vincent
38	<b>Carestream</b>	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](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>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
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
<b>Total Checking/Savings</b>	<u>584,730.82</u>	<u>596,106.29</u>	<u>-11,375.47</u>
<b>Other Current Assets</b>			
1500 · Security Deposit	1,353.00	1,353.00	0.00
<b>Total Other Current Assets</b>	<u>1,353.00</u>	<u>1,353.00</u>	<u>0.00</u>
<b>Total Current Assets</b>	<u>586,083.82</u>	<u>597,459.29</u>	<u>-11,375.47</u>
<b>TOTAL ASSETS</b>	<u><u>586,083.82</u></u>	<u><u>597,459.29</u></u>	<u><u>-11,375.47</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
2050 · Mark's CC x7640	145.32	119.88	25.44
<b>Total Credit Cards</b>	<u>145.32</u>	<u>119.88</u>	<u>25.44</u>
<b>Other Current Liabilities</b>			
2300 · Pension Payable	325.00	325.00	0.00
<b>24000 · Payroll Liabilities</b>			
2406 · Accrued Vacation Payable	1,592.31	1,592.31	0.00
2407 · PERA	1,865.20	1,865.21	-0.01
<b>Total 24000 · Payroll Liabilities</b>	<u>3,457.51</u>	<u>3,457.52</u>	<u>-0.01</u>
<b>Total Other Current Liabilities</b>	<u>3,782.51</u>	<u>3,782.52</u>	<u>-0.01</u>
<b>Total Current Liabilities</b>	<u>3,927.83</u>	<u>3,902.40</u>	<u>25.43</u>
<b>Total Liabilities</b>	<u>3,927.83</u>	<u>3,902.40</u>	<u>25.43</u>
<b>Equity</b>			
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
<b>Total Equity</b>	<u>582,155.99</u>	<u>593,556.89</u>	<u>-11,400.90</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>586,083.82</u></u>	<u><u>597,459.29</u></u>	<u><u>-11,375.47</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 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>
<b>Revenues</b>				
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
<b>Total Revenues</b>	<u>8.20</u>	<u>88,219.40</u>	<u>107,284.00</u>	<u>82.23</u>
<b>Expenses</b>				
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	-
<b>Total Expenses</b>	<u>11,409.10</u>	<u>130,044.10</u>	<u>212,809.26</u>	<u>61.11</u>
<b>Net Revenues and Expenses</b>	<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>

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