



ASSOCIATION MEETING AGENDA

January 27, 2022 @ 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: 998 959 026#

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 4-7).
For review and consideration is the December 9, 2021 meeting minutes.
8. **FINANCIAL REPORTS:** – Attachment #3 (page 8-12).
For review and consideration is the November and December 2021 financial statement.
9. **DISCUSSION ITEM:** 208 Areawide Water Quality Management Plan Amendment Applications. The Association has implemented various 208 Areawide Water Quality Management Plan amendment applications. The 208 Areawide Water Quality Management Plan amendment applications are on the Association website [here](#).
10. **DISCUSSION ITEM:** 2022 - 208 Areawide Water Quality Management Plan Data Call.
The Association has begun updating its 208 Areawide Water Quality Management Plan and has requested designated management and operation agencies to update their [Agency Point Source Data Inventory](#) sheets. The Agency Point Source Data Inventory sheets provide general information about the agency, the most recent population and loading projections, and near-term wastewater collection and treatment construction needs. Please provide this information by March 31, 2022.

11. **PRESENTATION**: Community-enabled Lifecycle Analysis of Stormwater Infrastructure Costs.

The Community-enabled Lifecycle Analysis of Stormwater Infrastructure Costs (CLASIC) tool is a screening tool utilizing a lifecycle cost framework to support stormwater infrastructure decisions on the extent and combinations of green, hybrid green-gray, and gray infrastructure practices. Users can create scenarios of stormwater control measures, including climate and land use projections to assess lifecycle costs, performance, and co-benefits associated with those scenarios. More information is available here: <https://erams.com/catena/tools/urban-planning/clasic/>

12. **OTHER BUSINESS**:

a) Workgroup Updates; Can be accessed here:

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

13. **ADJOURN**

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

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

Associates and Industries

37 NCWCD	Associate	Curtis Hartenstine	Ester Vincent
38 Carestream	Industry	John Dinges	

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

rev.1-4-2022

Attachment No. 2



ASSOCIATION MEETING MINUTES

December 9, 2021; 2:00 PM

Remote Meeting

1. **CALL MEETING TO ORDER.**

Mr. Thomas called the meeting to order at 2:03 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 –

Vice-Chair – Brian Zick – Boxelder S.D.

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

Officer – Chris Bieker – Upper Thompson S.D.

Officer – Jeremy Woolf – Greeley

Officer – Todd Hepworth – Evans

Executive Committee Officers Absent –

Chair – Jason Graham – Ft. Collins

Officer – Vacant

Membership –

Cody Bird - Wellington

David Myer - Wellington

David Brand - Platteville

Dennis Markham - Windsor

Dustin Preston – Ault

Greg Brinck - Eaton

John Dinges - Carestream

Jon Coyle - Erie

Jon Mays – Fort Lupton

Katie Koplitz - Metro Water Recovery

Kimberly Cowan – Metro Water Recovery

Lauren Light - WCDPHE

Mary Paterniti – Longmont

Megan Smith - Wellington

Mike Flores - Wellington

Nathan Ewert - Wellington

Robby Porsch - Evans

Wesley LaVanchy - Eaton

Public –

Kile Snider - Jacobs

– Mr. Thomas announced a quorum.

4. **APPROVAL OF AGENDA.**

Mr. Hepworth motioned to approve the agenda, seconded by Mr. Bieker - Motion carried unanimously.

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

Membership did not disclose any potential conflicts of interest.

6. **PUBLIC COMMENTS.**

Mr. Brand discussed that Platteville’s permit renewal will most likely include monitoring for Total Arsenic following a permit limit of 0.02 ug/L beginning in 2028.

7. **APPROVAL OF PAST MINUTES.**

Mr. Zick moved to approve the meeting minutes from October 28, 2021, seconded by Mr. Bieker. – Motion carried unanimously.

8. FINANCIAL REPORTS.

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

9. DISCUSSION ITEM: Upper Thompson Sanitation District Site Application – New WWTF.

Association Manager Mark Thomas notified membership of the approval for 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 because the application agreed 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.

10. DECISION ITEM: Town of Wellington Utility Plan, 208 Plan Amendment, & Site Application.

Mr. Kile Snider with Jacobs, and David Myer representing the Town of Wellington, presented the Town of Wellington Utility Plan, 208 Plan Amendment, & Site Application. The presentation may be viewed [here](#) on the Association's website. 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. Membership may view the Utility Plan and associated documents [here](#) on the Association's website. The Association received public comments from Boxelder Sanitation District regarding 208 Wastewater Utility Service Area (WUSA) boundary concerns. Public Comments may be viewed [here](#) on the Association's website. 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 [here](#) on the Association's website. Mr. Brand moved to approve the Town of Wellington Utility Plan, 208 Plan Amendment, & Site Application, seconded by Mr. Bieker. – Motion carried unanimously.

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

Mr. Brand moved to approve the 2022 Executive Committee Nominations and offices, seconded by Mr. Mays. – Motion carried unanimously.

12. DECISION ITEM: 2022 Utility Plan Review Committee.

Mr. Hepworth moved to approve the 2022 Utility Plan Review Committee, seconded by Mr. Woolf. – Motion carried unanimously. Mr. Thomas stated that he would confirm with those committee members absent for approval and acceptance of the nomination.

Chair - Robert Fleck

- Jason Graham
- Carlos Medina
- Brian Zick
- Chris Manley
- Keila Flores
- Matt Allen

13. OTHER BUSINESS:

- a) Workgroup Updates; Can be accessed here:
https://drive.google.com/drive/u/1/folders/1mAStJ7L24LgM3_Gu64zh4Q6FbxknNjrt
- b) Ms. Koplitz with Metro Water Recovery notified membership that the PFAS in Biosolids workgroup would begin in January. Interested parties may get more information on the Colorado Water Quality Forum [website](#).

14. ADJOURN

Attachment No. 3

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

	<u>Nov 30, 21</u>	<u>Oct 31, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Checking NFRWQPA	7,976.93	9,240.13	-1,263.20
1250 · Colorado Trust NFRWQPA	565,503.13	575,490.69	-9,987.56
Total Checking/Savings	<u>573,480.06</u>	<u>584,730.82</u>	<u>-11,250.76</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>574,833.06</u>	<u>586,083.82</u>	<u>-11,250.76</u>
TOTAL ASSETS	<u>574,833.06</u>	<u>586,083.82</u>	<u>-11,250.76</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · Mark's CC x7640	145.32	145.32	0.00
Total Credit Cards	<u>145.32</u>	<u>145.32</u>	<u>0.00</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	1,865.19	1,865.20	-0.01
Total 24000 · Payroll Liabilities	<u>3,457.50</u>	<u>3,457.51</u>	<u>-0.01</u>
Total Other Current Liabilities	<u>3,782.50</u>	<u>3,782.51</u>	<u>-0.01</u>
Total Current Liabilities	<u>3,927.82</u>	<u>3,927.83</u>	<u>-0.01</u>
Total Liabilities	<u>3,927.82</u>	<u>3,927.83</u>	<u>-0.01</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>-53,075.45</u>	<u>-41,824.70</u>	<u>-11,250.75</u>
Total Equity	<u>570,905.24</u>	<u>582,155.99</u>	<u>-11,250.75</u>
TOTAL LIABILITIES & EQUITY	<u>574,833.06</u>	<u>586,083.82</u>	<u>-11,250.76</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, 2021

	<u>November 21</u>	<u>Jan-Nov 21</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
9010 · Membership Dues	-	87,926.62	90,484.00	97.17
9020 · Interest Income	12.44	265.22	6,000.00	4.42
9030 · CDPH & E	-	-	10,800.00	-
9990 · Miscellaneous	-	40.00	-	100.00
Total Revenues	<u>12.44</u>	<u>88,231.84</u>	<u>107,284.00</u>	<u>82.24</u>
Expenses				
3100 · Salary	7,697.86	84,676.46	92,374.26	91.67
3103 · Vision Stipend	-	100.00	100.00	100.00
3200 · Health Insurance	338.72	3,725.92	4,500.00	82.80
3210 · Dental & Vision Insurance	107.40	1,181.40	1,000.00	118.14
3220 · Life Insurance	65.83	724.13	1,000.00	72.41
3400 · FICA/PERA Manager	1,286.47	14,151.22	17,000.00	83.24
3600 · Workman's Compensation	-	13.00	425.00	3.06
5010 · Rent & Utilities	1,326.00	14,508.00	16,000.00	90.68
5100 · Telephone Cellular	75.00	825.00	900.00	91.67
5120 · Interest	-	-	10.00	-
5130 · Internet Service	148.41	1,544.00	2,000.00	77.20
5140 · IT Support	-	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	-	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	2,281.25	4,500.00	50.69
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>11,263.19</u>	<u>141,307.29</u>	<u>212,809.26</u>	<u>66.40</u>
Net Revenues and Expenses	<u>(11,250.75)</u>	<u>(53,075.45)</u>	<u>(105,525.26)</u>	<u>50.30</u>

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

	<u>Dec 31, 21</u>	<u>Nov 30, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Checking NFRWQPA	6,169.73	7,976.93	-1,807.20
1250 · Colorado Trust NFRWQPA	555,525.82	565,503.13	-9,977.31
Total Checking/Savings	<u>561,695.55</u>	<u>573,480.06</u>	<u>-11,784.51</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>563,048.55</u>	<u>574,833.06</u>	<u>-11,784.51</u>
TOTAL ASSETS	<u><u>563,048.55</u></u>	<u><u>574,833.06</u></u>	<u><u>-11,784.51</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	442.50	0.00	442.50
Total Accounts Payable	<u>442.50</u>	<u>0.00</u>	<u>442.50</u>
Credit Cards			
2050 · Mark's CC x7640	-36.75	145.32	-182.07
Total Credit Cards	<u>-36.75</u>	<u>145.32</u>	<u>-182.07</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	1,865.18	1,865.19	-0.01
Total 24000 · Payroll Liabilities	<u>3,457.49</u>	<u>3,457.50</u>	<u>-0.01</u>
Total Other Current Liabilities	<u>3,782.49</u>	<u>3,782.50</u>	<u>-0.01</u>
Total Current Liabilities	<u>4,188.24</u>	<u>3,927.82</u>	<u>260.42</u>
Total Liabilities	<u>4,188.24</u>	<u>3,927.82</u>	<u>260.42</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	-65,120.38	-53,075.45	-12,044.93
Total Equity	<u>558,860.31</u>	<u>570,905.24</u>	<u>-12,044.93</u>
TOTAL LIABILITIES & EQUITY	<u><u>563,048.55</u></u>	<u><u>574,833.06</u></u>	<u><u>-11,784.51</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 Twelve Month Periods Ended December 31, 2021

	<u>December 21</u>	<u>Jan-Dec 21</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
9010 · Membership Dues	-	87,926.62	90,484.00	97.17
9020 · Interest Income	22.69	287.91	6,000.00	4.80
9030 · CDPH & E	-	-	10,800.00	-
9990 · Miscellaneous	-	40.00	-	100.00
Total Revenues	<u>22.69</u>	<u>88,254.53</u>	<u>107,284.00</u>	<u>82.26</u>
Expenses				
3100 · Salary	7,697.86	92,374.32	92,374.26	100.00
3103 · Vision Stipend	-	100.00	100.00	100.00
3200 · Health Insurance	338.72	4,064.64	4,500.00	90.33
3210 · Dental & Vision Insurance	107.40	1,288.80	1,000.00	128.88
3220 · Life Insurance	65.83	789.96	1,000.00	79.00
3400 · FICA/PERA Manager	1,286.47	15,437.69	17,000.00	90.81
3600 · Workman's Compensation	279.00	292.00	425.00	68.71
5010 · Rent & Utilities	1,326.00	15,834.00	16,000.00	98.96
5100 · Telephone Cellular	75.00	900.00	900.00	100.00
5120 · Interest	-	-	10.00	-
5130 · Internet Service	148.41	1,692.41	2,000.00	84.62
5140 · IT Support	-	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	40.43	1,822.98	2,000.00	91.15
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	260.00	2,541.25	4,500.00	56.47
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	442.50	442.50	5,000.00	8.85
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>12,067.62</u>	<u>153,374.91</u>	<u>212,809.26</u>	<u>72.07</u>
Net Revenues and Expenses	<u>(12,044.93)</u>	<u>(65,120.38)</u>	<u>(105,525.26)</u>	<u>61.71</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.