



ASSOCIATION MEETING AGENDA

June 23, 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 (page4-6).
For review and consideration are the May 26, 2022 meeting minutes.
8. **FINANCIAL REPORTS:** – Attachment #3 (page 7-9).
For review and consideration is the May 2022 financial statement.
9. **DECISION ITEM:** 2023 Proposed Association Budget – Attachment #4 (page 10-11).
Presented for Consideration and Approval is the 2023 Association budget.
10. **DECISION ITEM:** Prairie School District WWTP De-Rating Site Application.
After three years of collecting flow monitoring data, the District has concluded that its maximum month flow falls below the 2,000 gal/day threshold required for CDPHE permit termination. Influent wastewater flow data from January 2018 through February 2022 show the average flow rate is 854 gal/day or 0.0008 MGD. The maximum flow rate is 1,670 gal/day during that same period. As a result, the Prairie School District is requesting to derate its permitted Colorado Discharge Permit System wastewater treatment facilities. The District's wastewater facilities would then fall under Weld County's jurisdiction. The Site application may be viewed here.
11. **OTHER BUSINESS:**
 - a) Workgroup Update Presentations can be accessed [here](#).

12. 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	2022 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	Eaton, Town of	Management/Operation Agency	Greg Brinck	Wesley LaVanchy	PAID
7	Erie, Town of	Management/Operation Agency	Jon Coyle	Bruce Chameroy	PAID
8	Estes Park, Town of	Management Agency	Chris Eshelman	Reuben Bergsten	PAID
9	Estes Park Sanitation District	Operation Agency	James Duell		PAID
10	Evans, City of	Management/Operation Agency	Randy Ready	Todd Hepworth	PAID
11	Fox Acres Community Services	Private Agency	Richard Hopp	Ted Carter	PAID
12	Ft. Collins, City of	Management/Operation Agency	Jason Graham	Bonnie Pierce	PAID
13	Ft. Lupton, City of	Management/Operation Agency	Jon Mays	Chris Cross	PAID
14	Galeton Water & Sanitation District	Operation Agency	William Warren		PAID
15	Greeley, City of	Management/Operation Agency	Jeremy Woolf	Adam Prior	PAID
16	Hudson, Town of	Management/Operation Agency	Jennifer Woods	Interim Manager/Planning Director	PAID
17	Johnstown, Town of	Management/Operation Agency	Ellen Hilbig	Matt LeCerf	PAID
18	Keenesburg, Town of	Management/Operation Agency	Mark Gray		PAID
19	Kersey, Town of	Management/Operation Agency	Christian Morgan		PAID
20	Larimer County	Management Agency	Chris Manley	Keila Flores	PAID
21	LaSalle, Town of	Management/Operation Agency	Barry Schaeffer		PAID
22	Lochbuie, Town of	Management/Operation Agency	Steve Stamey		PAID
23	Longmont, City of	Management/Operation Agency	Mary Paterniti	Annie Noble	PAID
24	Loveland, City of	Management/Operation Agency	Joe Creaghe	Brandon Cayou	PAID
25	Mead, Town of	Management/Operation Agency	Hellen Migchelbrink	Erika Rasmussen	PAID
26	Metro Water Recovery	Operation Agency	Reed Koenig	Katie Koplitz	PAID
27	Milliken, Town of	Management/Operation Agency	Don Stonebrink	Brad Simons	PAID
28	Northglenn, City of	Management/Operation Agency	Manuel Freye	Shelley Stanley	PAID
29	Pierce, Town of	Management/Operation Agency	Pat Larson		PAID
30	Platteville, Town of	Management/Operation Agency	David Brand	Josh Leyba	PAID
Resource Colorado Water & Sanitation					
31	Metro District		Paul Wilson	Scott Pearson	PAID
32	Severance, Town of	Management/Operation Agency	Nicholas Wharton	Mike Ketterling	PAID
33	South Ft. Collins San. Dist.	Management/Operation Agency	Chris Pletcher	Eric Bailey	PAID
34	St. Vrain Sanitation District	Management/Operation Agency	Rob Fleck	Dave Cross	PAID
35	Timnath, Town of	Management/Operation Agency	Don Taranto		PAID
36	Upper Thompson San. Dist.	Management/Operation Agency	Chris Bieker	Matt Allen	PAID
37	Weld County	Management Agency	Tom Parko / Skip Holland	Katie Sall	PAID
38	Wellington, Town of	Management/Operation Agency	Bob Gowing	Mike Flores	PAID
39	Windsor, Town of	Management/Operation Agency	Dennis Markham		PAID

Associates and Industries

40 NCWCD	Associate	Curtis Hartenstine	Ester Vincent	PAID
41 Carestream	Industry	John Dinges		

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

rev.3-11-2022

Attachment #2



ASSOCIATION MEETING MINUTES

May 26, 2022; 2:00 PM

Remote Meeting

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 – Jeremy Woolf – Greeley

Officer – Todd Hepworth – Evans

Officer – Tom Parko – Weld County

Executive Committee Officers Absent –

Vice-Chair – Vacant

Membership –

Anna Hermes – NCWCD

Brandon Cayou – Loveland

Dennis Markham - Windsor

John Dinges – Carestream

Katie Sall – Weld County

Kim Ogle – Weld County

Lauren Light – Weld County

Mary Paterniti – Longmont

Matt Allen – Upper Thompson S.D.

Reed Koenig – Metro Water Recovery

Shelley Stanley – Northglenn

Public –

Dr. Ian Pepper – University of Arizona

Fernando Molina – JBS

Nicholaus Marcotte – Element Engineering

Alice Arsenault – Element Engineering

– Mr. Thomas announced a quorum.

4. **APPROVAL OF AGENDA.**

Mr. Fleck motioned to approve the agenda, seconded by Mr. Zick - Motion carried unanimously.

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

No conflicts of interest were disclosed.

6. **PUBLIC COMMENTS.**

No public comments were stated.

7. **APPROVAL OF PAST MINUTES.**

Mr. Zick moved to approve the meeting minutes from April 28, 2022, seconded by Mr. Woolf. – Motion carried unanimously.

8. **FINANCIAL REPORTS.**

Mr. Bieker moved to approve the April 2022 financial statement, seconded by Mr. Parko. – Motion carried unanimously.

9. **DECISION ITEM:** Boxelder Sanitation District 208 WUSA Modification.

The Boxelder Sanitation District submitted a 208 Areawide Water Quality Management Plan Amendment to modify its Wastewater Utility Service Area. The Boxelder Sanitation District amendment application is available [online](#) to modify its Wastewater Utility Service Area. Mr. Zick gave a [presentation](#) summarizing the Wastewater Utility Service Area modification corrects and will illustrate the actual sewer service provider. Mr. Fleck moved to approve the Boxelder Sanitation District Wastewater Utility Service Area boundary modification, seconded by Mr. Bieker. – Motion carried unanimously.

10. DECISION ITEM: Galeton Water & Sanitation District Utility Plan.

The Galeton Water & Sanitation District submitted a Utility Plan for review and approval on December 14, 2021. The Utility Plan submitted is available [online](#). The current facility utilizes a two (2)-cell lagoon system to treat the wastewater generated in the District before being discharged to Willow Creek. The District is now pursuing a lagoon rehabilitation project with the installation of electrocoagulation and ion-exchange units. The District was issued a Notice of Violation/Cease and Desist Order No. CO-DO-140212-1 by the CDPHE on February 12, 2014, for several effluent limit violations. The existing facility continues to violate discharge permit limits; therefore, the District has not been able to close out its existing NOV. Mr. Marcotte with Element Engineering presented the project. Mr. Thomas, Association manager, discussed the Galeton Water & Sanitation District Utility Plan review process, including options for derating the permitted system in favor of an OWTS with leach multiple fields under <2,000 gpd. The review process also ensured the District would be adequately funded to maintain and operate all aspects of District operations over the 20-year planning period, including treatment and collection. Mr. Woolf moved to approve the Galeton Water & Sanitation District Utility Plan, seconded by Mr. Hepworth. – Motion carried unanimously.

11. DISCUSSION ITEM: Executive Committee Update.

Mr. Thomas informed the membership that Jason Graham, Executive Committee Chair, resigned from his position with the Association on May 5, 2022. During the Executive Committee Meeting on May 5, 2022, Brian Zick (Vice-chair) assumed the Executive Committee Chair seat per the Articles of Association. As a result, the Association Vice-chair is vacant, and one Executive Committee seat is also vacant.

12. PRESENTATION: [PFAS Threats to Land Application?](#)

Dr. Ian Pepper, Regents Professor with the University of Arizona, presented a Nationwide PFAS Biosolids research project to determine PFAS potential exposure from Biosolids. Mr. Woolf moved to propose funding the study with a \$3,000 contribution, seconded by Mr. Hepworth. – Motion carried unanimously.

13. OTHER BUSINESS:

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

14. ADJOURN

Attachment #3

North Front Range Water Quality Planning Association
Financial Balance Sheet Statement - Budget vs. Actual - Cash Basis
As of May 31, 2022 and April 30, 2022

	<u>May 31, 22</u>	<u>April 30, 22</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Checking NFRWQPA	10,729.63	25,854.46	-15,124.83
1250 · Colorado Trust NFRWQPA	646,371.69	645,937.55	434.14
Total Checking/Savings	<u>657,101.32</u>	<u>671,792.01</u>	<u>-14,690.69</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>658,454.32</u>	<u>673,145.01</u>	<u>-14,690.69</u>
TOTAL ASSETS	<u>658,454.32</u>	<u>673,145.01</u>	<u>-14,690.69</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · Mark's CC x7640	370.17	354.52	15.65
Total Credit Cards	<u>370.17</u>	<u>354.52</u>	<u>15.65</u>
Other Current Liabilities			
2300 · Pension Payable	996.94	996.94	0.00
24000 · Payroll Liabilities			
2406 · Accrued Vacation Payable	1,592.31	1,592.31	0.00
2407 · PERA	1,971.44	3,942.97	-1,971.53
Total 24000 · Payroll Liabilities	<u>3,563.75</u>	<u>5,535.28</u>	<u>-1,971.53</u>
Total Other Current Liabilities	<u>4,560.69</u>	<u>6,532.22</u>	<u>-1,971.53</u>
Total Current Liabilities	<u>4,930.86</u>	<u>6,886.74</u>	<u>-1,955.88</u>
Total Liabilities	4,930.86	6,886.74	-1,955.88
Equity			
2810 · Assets Beginning of Year	572,240.82	572,240.82	0.00
32000 · Retained Earnings	-13,380.51	-13,380.51	0.00
Net Income	94,663.15	107,397.96	-12,734.81
Total Equity	<u>653,523.46</u>	<u>666,258.27</u>	<u>-12,734.81</u>
TOTAL LIABILITIES & EQUITY	<u>658,454.32</u>	<u>673,145.01</u>	<u>-14,690.69</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
Income Statement of Revenue and Expenses - Budget vs. Actual - Cash Basis
For the One-Month and Five-Month Periods Ended May 31, 2022

	<u>May 22</u>	<u>Jan-May 22</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
9010 · Membership Dues	-	163,625.00	159,375.00	102.67
9015 · Nonmember Review Fees	-	-	-	-
9020 · Interest Income	434.14	844.87	250.00	337.95
9030 · CDPH & E	-	-	10,500.00	-
9990 · Miscellaneous	-	45.00	-	100.00
Total Revenues	<u>434.14</u>	<u>164,514.87</u>	<u>170,125.00</u>	<u>96.70</u>
Expenses				
3100 · Salary	8,005.77	40,028.85	100,000.00	40.03
3101 · Health Insurance Allow.	667.93	3,339.65	8,400.00	39.76
3102 · Dental Allowance	-	-	550.00	-
3103 · Vision Stipend	-	-	200.00	-
3200 · Health Insurance	-	-	12,000.00	-
3220 · Life Insurance	-	-	100.00	-
3300 · Retirement Contributions	173.47	867.35	2,000.00	43.37
3400 · FICA/PERA Manager	1,360.04	6,800.19	20,000.00	34.00
3600 · Workman's Compensation	-	-	425.00	-
5010 · Rent & Utilities	1,353.00	6,684.00	16,250.00	41.13
5100 · Telephone Cellular	75.00	375.00	900.00	41.67
5120 · Interest	-	-	10.00	-
5130 · Internet Service	142.18	717.14	2,000.00	35.86
5140 · IT Support	-	2,647.40	3,000.00	88.25
5150 · Advertising	-	-	500.00	-
5160 · Insurance	-	-	450.00	-
5200 · Printing	-	-	-	-
5250 · Legal Notices	-	-	-	-
5300 · Office Supplies	186.70	706.58	2,000.00	35.33
5350 · Postage	-	58.00	150.00	38.67
5400 · Dues & Subscriptions	-	5,847.51	7,500.00	77.97
5425 · Intergovernmental Assist	-	-	10,000.00	-
5450 · Training	-	-	500.00	-
5500 · Mileage Reimbursement	-	-	2,000.00	-
5510 · Meals & Lodging	38.62	58.80	2,500.00	2.35
5520 · Transportation	-	-	500.00	-
5550 · Conferences	-	-	2,000.00	-
5600 · Accounting	450.00	1,005.00	4,500.00	22.33
5650 · Auditing	-	-	6,500.00	-
5700 · Legal	-	-	10,000.00	-
5750 · Bank Charges	-	-	50.00	-
5800 · Capital Recovery	-	-	750.00	-
5850 · Capital Expenditures	-	-	4,500.00	-
5900 · Contingency Website	-	-	-	-
6010 · Contract Services/GIS	716.25	716.25	25,000.00	2.87
6011 · Contract Services Office	-	-	-	-
6020 · Contract Supplies State	-	-	-	-
6025 · Operations Contingency w/	-	-	20,000.00	-
7000 · Miscellaneous Expense	-	-	100.00	-
Total Expenses	<u>13,168.96</u>	<u>69,851.72</u>	<u>265,335.00</u>	<u>26.33</u>
Net Revenues and Expenses	<u>(12,734.82)</u>	<u>94,663.15</u>	<u>(95,210.00)</u>	<u>(99.43)</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.

Attachment #4

