



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

January 28, 2021, 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,,285807660# United States, Denver

Phone Conference ID: 285 807 660#

Notice is given to the members of the North Front Range Water Quality Planning Association (NFRWQPA) 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 3).
3. **APPROVAL OF AGENDA.**
4. **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST.**
5. **PUBLIC COMMENTS.**
6. **APPROVAL OF PAST MINUTES.** - Attachment #2 (pages 4-6).
For review and consideration are the December 10, 2020, meeting minutes.
7. **FINANCIAL REPORTS:** – Attachment #3 (pages 7-9).
For review and consideration are the December 2020 financial statements.
8. **DECISION ITEM:** Resolution to Authorize Voting During Remote Meetings– Attachment #4 (page 10-11).
Membership may approve a simple resolution to the Articles of Association to allow voting during remote meetings. The resolution was posted for public notice on December 16, 2020, and emailed to membership the same day may be view here: <https://nfrwqpa.colorado.gov/home/public-notices>.
9. **DECISION ITEM:** Town of Johnstown Utility Plan.
The Town of Johnstown has submitted a Utility Plan for consideration and approval by the Association. The final draft of the Utility Plan is on the Association’s website at <https://nfrwqpa.colorado.gov/utility-plan-guidance>. The Utility Plan is written to expand Johnstown’s Low Point Wastewater Treatment Facility (1.2 MGD) (WWTF) and Central WWTF (2.5 MGD). Both facility increases result in capacities greater than 1 MGD requiring Regulation 85 and, eventually, Regulation 31 regulation and monitoring. The Utility Plan also documents switching the Low Point WWTF treatment technology from Sequencing Batch Reactor (SBR) to Membrane Bioreactor (MBR). Although the Utility Plan discusses treatment alternatives to upgrade the Central WWTF, additional analysis is needed for a final decision. NFRWQPA

and Johnstown, during the Utility Plan review period, discussed the need for a comprehensive consolidation analysis with the Town of Milliken, given the proximity of Johnstown's Central WWTF and the Town of Milliken WWTF (≈2.5-miles). Including amending both agencies' wastewater utility service areas (WUSAs) because Johnstown's Central WWTF is located within Milliken's WUSA. The Utility Plan Review Committee determined that the Town of Johnstown Utility Plan does not meet the Utility Plan Guidance document's minimum requirements for the above reasons.

Membership may consider denying, accepting, or doing a conditional approval of the Town of Johnstown's Utility Plan. The Utility Plan may be conditionally approved pending selecting a final treatment option for the Central WWTF, updating the Utility Plan with the Central WWTF treatment decision, and further exploring consolidation and a WUSA amendment concerning the Central WWTF location within the Town of Milliken' WUSA. Updating the Utility Plan with the final Central WWTF treatment decision and Town of Milliken consolidation analysis is required before any Site Application will be approved regarding the Central WWTF upgrades.

10. DISCUSSION ITEM: City of Greeley 35th Avenue Utility Project Site Application.

The City of Greeley has submitted a Regulation No. 22 Site Application for an Interceptor Sewer Eligible for Certification (Section 22.8) on December 17, 2020, to consider the City of Greeley 35th Avenue Project. Regulation No. 22.8 Site Applications for Interceptor Sewer Eligible for Certification may be certified by the Association Manager followed by informing the membership of the decision. The City of Greeley 35th Avenue project was documented within the City's current Utility Plan (approved Nov-2019), certifying the sewer project's receiving capacities, thereby approved. The application and supporting documents may be viewed on the association website here: <https://nfrwqpa.colorado.gov/approved-site-applications-agency>.

11. DISCUSSION ITEM: Public Meeting Notice to Modify Association Dues for 2022 – Attachment #5 (pages 12-18)

During membership approval of the 2021 Association budget (June 25, 2020) to include a 2020 COVID-19 refund at 50% regarding the membership dues for 2021, membership also expressed the desire to modify the current population dues model. The goal of changing the membership dues model was to make the dues revenue more equitable for the entire membership while paying for each member's fair share of the regions' watershed assimilative load capacity. Currently, five members fund 50% of the annual revenue for the Association. The Association will consider a new dues model during the June 24, 2021, Association meeting for the ensuing (2022) year dues and budget.

12. DISCUSSION ITEM: Chemical Evaluation Forms - Attachment # (pages 19-24).

There is a new Chemical Evaluation Form; <https://cdphe.colorado.gov/wq-per-forms>. Has anybody submitted chemicals for evaluation and been approved or denied. A previous email by NFRWQPA showed the state is requiring chronic toxicity information for Sodium Carbonate which is not available from the manufacturer they are currently using. If an agency or manufacture does not have the requested toxicity, agencies must do WET testing and determine either the acute, chronic, or both. The Colorado Wastewater Utility Council wants to gather information about chemical evaluation requests and Division outcomes.

13. OTHER BUSINESS:

- a) Workgroup Updates; Can be accessed here:
<https://drive.google.com/drive/u/1/folders/1ZuqjIQadwnsZKi5G21ovoCSMzNJ-rOcq>

14. ADJOURN.

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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 Erie	Voting	Jon Coyle	Todd Fessenden
7 Estes Park Sanitation District	Voting	James Duell	
8 Evans	Voting	Randy Ready	Todd Hepworth
9 Fox Acres	Voting	Richard Hopp	Ted Carter
10 Ft. Collins	Voting	Jason Graham	Bonnie Pierce
11 Ft. Lupton	Voting	Jon Mays	Chris Cross
12 Greeley	Voting	Jermery Woolf	Justin Scholz
13 Johnstown	Voting	Marco Carani	Matt LeCerf
14 Larimer County	Voting	Chris Manley	
15 Lochbuie	Voting	Steve Stamey	
16 Longmont	Voting	Kathryne Marko	Dale Rademacher
17 Loveland	Voting	Joe Creaghe	Carlos Medina
18 Metro Wastewater Rec. Dist	Voting	Tom Acampora	Katie Koplitz
19 Milliken	Voting	Don Stonebrink	Brad Simons
20 NCWCD	Voting	Judy Billica	Ester Vincent
21 Northglenn	Voting	Manual Freye	Brain Malavsky
22 Platteville	Voting	David Brand	
23 Severance	Voting	Nicholas Wharton	Mike Ketterling
24 South Ft. Collins San. Dist.	Voting	Chris Pletcher	Eric Bailey
25 St. Vrain San. District	Voting	Rob Fleck	Dave Cross
26 Upper Thompson San. Dist.	Voting	Chris Bieker	Matt Allen
27 Weld County	Voting	Skip Holland	Katie Sall
28 Wellington	Voting	Bob Gowing	Mike Flores
29 Windsor	Voting	Dennis Markham	
30 Eaton	Voting	Gary Carsten	Jeff Schreier
31 Hudson	Voting	Guy Patterson	Hunter Fobare
32 Kersey	Voting	Christian Morgan	
33 Mead	Voting	Hellen Migchelbrink	Erika Rasmussen
34 Pierce	Voting	Pat Larson	
35 Timnath	Voting	Don Taranto	

35 Representative Votes / 8 Representatives required for Quorum (25%)

rev.10-5-2020

Attachment #2



ASSOCIATION MEETING MINUTES

December 10, 2020, 2:00 PM

Remote Meeting Only

1. **CALL MEETING TO ORDER.**

Mr. Thomas, NFRWQPA Manager, called the meeting to order at 2:05 PM.

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

In attendance: Mark Thomas, Tom Acampora, Jason Graham, Rob Fleck, Chris Bieker, Jermy Woolf, Brian Zick, Marco Carani, Jon Coyle, Robert Porsch, Dustin Preston, Todd Hepworth, Kathryn Marko, Katie Koplitz, Joe Creaghe, Matt LeCerf, Mary Paterniti, Sherri Jones, Stephanie Brothers, Greg Weeks, Manual Freyre, Katie Sall, Skip Holland, and Taylor Goertz. – Mr. Thomas announced a quorum.

3. **APPROVAL OF AGENDA.**

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

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

Mr. LeCerf and Mr. Carani of the Town of Johnstown abstained from agenda topic # 9.

5. **PUBLIC COMMENTS.**

No members of the public were present, and there were no public comments.

6. **APPROVAL OF PAST MINUTES.**

Mr. Bieker moved to approve the minutes from the September 24, 2020, meeting, seconded by Mr. Hepthworth. – Motion carried unanimously.

7. **FINANCIAL REPORTS.**

Mr. Holland moved to approve the October and November 2020 financial summaries, seconded by Mr. LeCerf. – Motion carried unanimously.

8. **DECISION ITEM:** Hemingway Lodge at Eagles Nest Derating Site Application.

Ms. Sherri Jones with Vista Engineering presented the Hemingway Lodge at Eagles Nest Site Application for consideration and approval by the Association. The current Hemingway Lodge treatment system permitted under the Colorado Discharge Permit System has a design capacity flow of 0.00495 MGD will be split between two OWTs that each will be less than 2,000 gallons per day. The Site Application proposes a new leach field east of the current leach field and retains the existing septic tanks and all existing (five) lift stations. Each leach field will have a buffer zone around the field wider than 260 ft, the calculated horizontal influence area required by regulation. The Application and associated materials may be viewed online using the link: <https://drive.google.com/drive/u/1/folders/1WNuIPsXM6wg8hP47vm5rjevsvbFcXEddF>. Mr. Bieker moved to approve the Hemingway Lodge at Eagles Nest Derating Site Application, seconded by Mr. Acampora. – Motion carried unanimously.

9. **DECISION ITEM:** Town of Johnstown – Johnstown Farms Lift Station Site Application.

Mr. Greg Weeks with IMEG Corp. presented the Town of Johnstown site application for the Johnstown Farms Lift Station. The project includes expansion of the current Johnstown Farms Lift Station based on expected growth. The expansion of the existing lift station was anticipated within Johnstown's 2011 approved Utility Plan. Mr. Thomas also stated, Johnstown has submitted a new Utility Plan for acceptance

on November 17, 2020, which also documents the project. The Utility Plan submitted on November 17, 2020 has not been approved and is currently in review. Access the Site Application and associated documents <https://drive.google.com/drive/u/1/folders/1hWG3Kal8C5VvdAmQYZYGk6meaqjGwXbC> online here: Mr. Fleck moved to approve the Town of Johnstown Lift Station at Johnstown Farms Site Application, seconded by Mr. Hepworth. – Motion carried unanimously.

10. DECISION ITEM: Amend the Articles of Association for 2021.

Mr. Thomas presented the Articles of Association to be amended in redlined format to include term limits for the Executive Committee Chair, define the required dues contributions, and correct grammatical errors. Mr. Acampora moved to approve the amended Articles of Association, seconded by Mr. LeCerf. – Motion carried unanimously.

The amended Articles of Association may be viewed on the Associations webpage: <https://nfrwqpa.colorado.gov/home/public-notices>.

11. DECISION ITEM: 2021-Executive Committee Nominations and offices.

Mr. Thomas opened a membership discussion for nominations to fulfill an Executive Committee office vacancy. Mr. LeCerf nominated Mr. Marco Carani to fill the vacant Executive committee seat and make Mr. Carani the primary contact and himself, Mr, LeCerf, the alternate for membership. The membership stated no other nominations. Mr. LeCerf moved to nominated Mr. Marco Carani to fulfill the vacant Executive Committee seat and make Mr. Carani the primary contact and himself, Mr, LeCerf, the alternate for membership, seconded by Mr. Bieker. – Motion carried unanimously. Mr. Carani accepted the nomination to fulfill the vacant Executive Committee seat.

Effective December 10, 2020, the current Executive Committee officers have agreed to the offices below:

Chair	- Tom Acampora
Vice-Chair	- Jason Graham
Treasure	- Robert Fleck
at large	- Jeremy Woolf
at large	- Brian Zick
at large	- Chris Bieker
at large	- Marco Carani

12. DISCUSSION ITEM: 2021-Utility Plan Review Committee Nominations.

Mr. Thomas opened a membership discussion for nominations to fulfill and expand the Utility Plan Review Committee. The membership stated no other nominations.

13. OTHER BUSINESS:

a) Workgroup Updates

Mr. Thomas, NFRWQPA Manager, reviewed workgroup updates with the membership via a Powerpoint presentation, which can be retrieved at the following link <https://nfrwqpa.colorado.gov/meeting-presentations>.

14. ADJOURN.

Attachment #3

North Front Range Water Quality Planning Association
Statements of Revenue and Expenses - Budget vs. Actual - Cash Basis
For the Twelve-Month Periods Ended December 31, 2020

	<u>Dec 31, 20</u>	<u>Nov 30, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Checking NFRWQPA	4,317.75	15,163.40	-10,845.65
1120 · Checking Monitoring	43,754.64	10.00	43,744.64
1250 · Colorado Trust NFRWQPA	620,237.91	653,794.42	-33,556.51
1300 · Colorado Trust BTWS	0.15	43,742.76	-43,742.61
Total Checking/Savings	<u>668,310.45</u>	<u>712,710.58</u>	<u>-44,400.13</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>669,663.45</u>	<u>714,063.58</u>	<u>-44,400.13</u>
TOTAL ASSETS	<u>669,663.45</u>	<u>714,063.58</u>	<u>-44,400.13</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · Mark's CC x7640	0.00	100.32	-100.32
Total Credit Cards	<u>0.00</u>	<u>100.32</u>	<u>-100.32</u>
Other Current Liabilities			
24000 · Payroll Liabilities			
2406 · Accrued Vacation Payable	1,592.31	1,592.31	0.00
2407 · PERA	1,835.66	1,835.66	0.00
Total 24000 · Payroll Liabilities	<u>3,427.97</u>	<u>3,427.97</u>	<u>0.00</u>
2650 · Payable to USGS	39,849.00	39,849.00	0.00
Total Other Current Liabilities	<u>43,276.97</u>	<u>43,276.97</u>	<u>0.00</u>
Total Current Liabilities	<u>43,276.97</u>	<u>43,377.29</u>	<u>-100.32</u>
Total Liabilities	<u>43,276.97</u>	<u>43,377.29</u>	<u>-100.32</u>
Equity			
2810 · Assets Beginning of Year	572,240.82	572,240.82	0.00
32000 · Retained Earnings	53,282.90	53,282.90	0.00
Net Income	862.76	45,162.57	-44,299.81
Total Equity	<u>626,386.48</u>	<u>670,686.29</u>	<u>-44,299.81</u>
TOTAL LIABILITIES & EQUITY	<u>669,663.45</u>	<u>714,063.58</u>	<u>-44,400.13</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, 2020

	<u>Dec 20</u>	<u>Jan-Dec 20</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
9010 · Membership Dues	-	174,202.00	159,941.00	108.92
9020 · Interest Income	65.89	4,848.54	12,000.00	40.40
9030 · CDPH & E	-	25,600.00	10,800.00	237.04
9040 · Administrative Fee BTWS	2.03	(405.94)	1,500.00	(27.06)
9990 · Miscellaneous	-	-	-	-
Total Revenues	67.92	204,244.60	184,241.00	110.86
Expenses				
3100 · Salary	7,546.88	90,562.56	90,563.00	100.00
3101 · Health Insurance Allow.	539.74	6,476.88	8,400.00	77.11
3300 · Retirement Contributions	-	-	-	-
3400 · FICA/PERA Manager	1,265.56	14,944.10	16,000.00	93.40
3600 · Workman's Compensation	241.00	257.00	425.00	60.47
5010 · Rent & Utilities	1,300.00	15,525.00	15,500.00	100.16
5100 · Telephone Cellular	75.00	900.00	900.00	100.00
5120 · Interest	-	-	10.00	-
5130 · Internet Service	142.38	1,522.85	2,400.00	63.45
5140 · IT Support	-	2,949.94	3,000.00	98.33
5150 · Advertising	-	-	1,200.00	-
5160 · Insurance	-	400.66	450.00	89.04
5200 · Printing	-	-	500.00	-
5250 · Legal Notices	-	-	300.00	-
5300 · Office Supplies	-	1,225.05	2,000.00	61.25
5350 · Postage	-	33.00	250.00	13.20
5400 · Dues & Subscriptions	-	6,396.65	7,500.00	85.29
5425 · Intergovernmental Assist	-	4,000.00	10,000.00	40.00
5450 · Training	-	-	600.00	-
5500 · Mileage Reimbursement	-	687.79	2,500.00	27.51
5510 · Meals & Lodging	-	100.70	3,200.00	3.15
5520 · Transportation	-	-	500.00	-
5550 · Conferences	-	-	2,000.00	-
5600 · Accounting	413.75	2,941.25	5,000.00	58.83
5650 · Auditing	-	4,495.74	2,850.00	157.75
5700 · Legal	-	1,556.98	10,000.00	15.57
5750 · Bank Charges	-	-	50.00	-
5850 · Capital Expenditures	-	2,547.01	5,000.00	50.94
5900 · Contingency Website	-	-	5,000.00	-
6010 · Contract Services/GIS	32,843.42	45,611.10	70,000.00	65.16
6011 · Contract Services Office	-	-	5,000.00	-
6020 · Contract Supplies State	-	-	350.00	-
6025 · Operations Contingency w/	-	-	10,000.00	-
6030 · Deperciation	-	99.08	300.00	33.03
7000 · Miscellaneous Expense	-	-	-	-
Total Expenses	44,367.73	203,233.34	281,748.00	72.13
Net Ordinary Revenue	(44,299.81)	1,011.26	(97,507.00)	(1.04)
Other Revenue/Expenses				
Other Expenses				
Gain/Loss on Asset Disposal	-	148.50	-	100.00
Net Revenues and Expenses	(44,299.81)	862.76	(97,507.00)	(0.88)

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



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RESOLUTION AUTHORIZING REMOTE MEETINGS AND VOTING FOR ASSOCIATION MEETINGS AND ELECTIONS FOR THE NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION

WHEREAS, Article V of the Articles of Association provides that the Association may conduct meetings in person and “Each representative shall have one (1) vote to be cast in person or by the alternate, and there shall be no voting by proxy.”

WHEREAS, the Board of Directors of **the North Front Range Water Quality Planning Association** (the “Association”) has determined that it would be beneficial to the Members of the Association to enable the use of remote meetings and voting in Association matters;

NOW, THEREFORE, it is resolved as follows:

1. Remote meetings and voting are now provided and authorized by Colorado Statute and any applicable provisions of the Association, as may be amended from time to time.
2. This Resolution authorizes remote meetings and voting for any matter that requires a vote of the Association. Still, the Board of Directors may determine that remote meetings and voting are not in the best interests of the Association as to any particular meeting, election, or business decision or matter at hand. Accordingly, there shall be no obligation for the Association to utilize remote meetings and voting for any particular meeting or election.
3. Members shall receive notice of remote meetings within the agenda.
4. Remote meetings and voting will be closed once the session has adjourned.
5. Voting during remote meetings will be final, just as voting is determined in-person. Members who do not cast their vote during any meeting, remote or in-person, can not submit votes once the session has adjourned.

On the 28th day of January 2021, at a meeting where a quorum was present, duly called for the purpose, after the proper notice was mailed, delivered, or electronically transmitted to the Association and posted online at least 30 days before the meeting. The Executive Committee and members of the North Front Range Water Quality Planning Association adopted the above RESOLUTION.

By: Mark Thomas, NFRWQPA, Manager

Attachment #5



NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION
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RE: Public Meeting Notice to Modify Association Dues for 2022

During membership approval of the 2021 Association budget (June 25, 2020) to include a 2020 COVID-19 refund at 50% regarding the membership dues for 2021, membership also expressed the desire to modify the current population dues model. The goal of changing the membership dues model was to make the dues revenue more equitable for the entire membership while paying for each member's fair share of the regions' watershed assimilative load capacity. Currently, five members fund 50% of the annual revenue for the Association. The Association will consider a new dues model during the June 24, 2021, Association meeting for the ensuing (2022) year dues and budget.

The Executive Committee has considered many dues models since the membership's request. The present Association dues model assesses membership population each year using the State Demography Office population totals for Colorado Municipalities utilizing a factor of 0.1852 to calculate the dues owed for each member. Dues models considered include;

1. Flat Rate Dues Model
2. Tiered Dues Model based on wastewater treatment facility design capacity and/or population
3. Tiered Dues Model based on wastewater treatment facility design capacity and/or population, and charging for nonmember Association reviews
4. Hybrid dues model based on Tiers and charging for Association reviews
5. Percent share of assessed population total for the region
6. Percent share of assessed evaluation total for the region
7. Current Population dues model, unfreezing the dues, i.e., dues have been frozen since 2015 using 2014 population data
8. Current Population dues model, keeping the dues frozen

Using a Tiered Dues Model and charging for nonmember Association reviews, the Association would have a steady annual revenue with dues projected at \$159,375.00. Association review fees for nonmembers from 2015 through 2020, would have generated \$41,355.00 at an average of \$8,271.00 per year, bringing the annual average revenue to \$167,646.00 for that period. Per single-family equivalent (SFE) (or sewer customer), this model ranges from \$0.02-0.95 per customer. A tiered dues model accomplishes the goal to make association dues more equitable for the entire membership while paying for each member's fair share of the regions' watershed assimilative load capacity. Understanding agencies less than one (1) MGD pay less for dues given they are exempt from many of the regulations in which the Association may advocate. A tiered dues model also keeps pace with wastewater treatment facility capacity increases over time. A dues schedule comparison is attached (Appendix A), showing each current member's dues and the Tiered Dues fee structure and SFE assessment. The Association recognizes that some members may pay more, and some members may pay less under this Tiered Dues model. However, it accomplishes the goal to make association dues more equitable for the entire membership, illustrated by the attached dues schedule comparison. Membership equally shares the dues savings or increases, given that 18 members would save money, and 16 members will accrue dues increases. The dues are more impartial since all members pay the same rates within their respective tiers. For ease of comparing each current member's change in dues, Appendix B is provided.

Assessments for all the above possible dues models were conducted, although the Tiered Dues Model and charging for nonmember Association reviews revealed to be the most favorable and equitable. A tiered dues model also reflects other water quality association industry-standard practices. NFRWQPA also explored and considered other 208 Planning Agency dues models.

With regulation and permit water quality limits becoming more stringent, and new regulations or parameters

being proposed, membership has its advantages. NFRWQPA, in collaboration with the Colorado Monitoring Framework and the Colorado Wastewater Utility Council, actively provides stakeholder input to relevant water quality matters that directly affect wastewater dischargers. NFRWQPA attends and provides stakeholder input during the Water Quality Control Commission, Permit Issues Forum, Water Quality Forum, and relevant workgroup meetings for triannual reviews of water quality regulations on behalf of the membership. In turn, membership controls wastewater utility planning, collaborating regionally to approve locale wastewater facilities and their collection systems. Members can't get a better value for the services that NFRWQPA provides by employing their own environmental policy advisor personnel to lobby for fair water quality matters.

Therefore, after much consideration, the Executive Committee recommends that the Association move to a Tiered Dues Model assessing review fees to nonmembers. A Fee Schedule is attached for the Tiered Dues Model assessing review fees to nonmembers, Appendix C. This Tiered Dues Model and fee schedule will be considered for approval by the membership on June 24, 2021, for the ensuing (2022) year dues and budget. In preparation for the dues model possibly changing to this Tiered Dues Model, the Association will public notice this intent, discuss this during multiple Association meetings, and notify the membership with emails. NFRWQPA wants to ensure members in turn adequately budget for NFRWQPA dues in the 2022 fiscal year.

If you have any questions regarding this matter, please contact me at (970) 587-8872 or via email at mthomas@nfrwqpa.org

Sincerely,

Mark Thomas
Manager
NFRWQPA

Appendix A
Association Dues Schedule Comparison

Member Name	Current Dues Population Model			Tired Model Only				
	2020 Dues			2022				
	Actual SFEs December 2020	Current Dues	Actual SFE Cost per mth	Tiers	Tiered Dues	Actual SFE Cost per mth	Annual Net Difference	
Ault	593	\$ 1,225.00	\$ 0.17	<1 MGD or Population <10,000	\$ 1,000.00	\$ 0.14	\$ 225.00	
Fox Acres	102	\$ 1,225.00	\$ 1.00		\$ 1,000.00	\$ 0.82	\$ 225.00	
Milliken	2,963	\$ 1,225.00	\$ 0.03		\$ 1,000.00	\$ 0.03	\$ 225.00	
Platteville	879	\$ 1,225.00	\$ 0.12		\$ 1,000.00	\$ 0.09	\$ 225.00	
Severance	2,607	\$ 1,225.00	\$ 0.04		\$ 1,000.00	\$ 0.03	\$ 225.00	
Wellington	4,249	\$ 1,241.00	\$ 0.02		\$ 1,000.00	\$ 0.02	\$ 241.00	
Eaton	2,276	\$ 856.00	\$ 0.03		\$ 1,000.00	\$ 0.04	\$ (144.00)	
Hudson	534	\$ 477.00	\$ 0.07		\$ 1,000.00	\$ 0.16	\$ (523.00)	
Kersey	485	\$ 280.00	\$ 0.05		\$ 1,000.00	\$ 0.17	\$ (720.00)	
Mead	1,090	\$ 838.00	\$ 0.06		\$ 1,000.00	\$ 0.08	\$ (162.00)	
*Pierce	412	\$ 160.00	\$ 0.03		\$ 1,000.00	\$ 0.20	\$ (840.00)	
*Timnath	4,413	\$ 147.00	\$ 0.00		\$ 1,000.00	\$ 0.02	\$ (853.00)	
St. Vrain Sanitation District	13,750	\$ 5,441.00	\$ 0.03		1- to-9.99 MGD or Population 10,001-to- 25,000	\$ 3,150.00	\$ 0.02	\$ 2,291.00
Berthoud	4,966	\$ 1,225.00	\$ 0.02			\$ 3,150.00	\$ 0.05	\$ (1,925.00)
Johnstown	5,557	\$2,229	\$ 0.03	\$ 3,150.00		\$ 0.05	\$ (921.00)	
Estes Park S.D.	2,239	\$1,225	\$ 0.05	\$ 3,150.00		\$ 0.12	\$ (1,925.00)	
Erie	10,002	\$3,724	\$ 0.03	\$ 3,150.00		\$ 0.03	\$ 574.00	
*Upper Thompson S.D.	4,413	\$2,891	\$ 0.05	\$ 3,150.00		\$ 0.06	\$ (259.00)	
Lochbuie	2,694	\$1,225	\$ 0.04	\$ 3,150.00		\$ 0.10	\$ (1,925.00)	
Ft. Lupton	2,584	\$1,417	\$ 0.05	\$ 3,150.00		\$ 0.10	\$ (1,733.00)	
Evans	6,263	\$3,613	\$ 0.05	\$ 3,150.00		\$ 0.04	\$ 463.00	
Windsor	9,702	\$3,965	\$ 0.03	\$ 3,150.00		\$ 0.03	\$ 815.00	
Boxelder S. D.	6,450	\$1,726	\$ 0.02	\$ 3,150.00		\$ 0.04	\$ (1,424.00)	
Brighton	11,650	\$6,708	\$ 0.05	\$ 3,150.00		\$ 0.02	\$ 3,558.00	
*South Ft. Collins S.D.	17,712	\$5,000	\$ 0.02	\$ 3,150.00		\$ 0.01	\$ 1,850.00	
*Northglenn	13,789	\$6,921	\$ 0.04	\$ 3,150.00		\$ 0.02	\$ 3,771.00	
*Larimer County-Unincorporated	24,245	\$12,690	\$ 0.04	>10 MGD or Population > 25,000	\$ 7,500.00	\$ 0.03	\$ 5,189.90	
*Weld County Unincorporated	18,048	\$8,215	\$ 0.04		\$ 7,500.00	\$ 0.03	\$ 715.00	
Loveland	35,565	\$13,194	\$ 0.03		\$ 14,500.00	\$ 0.03	\$ (1,306.00)	
Broomfield	20,588	\$11,010	\$ 0.04		\$ 14,500.00	\$ 0.06	\$ (3,490.00)	
*Longmont	34,740	\$16,710	\$ 0.04		\$ 14,500.00	\$ 0.03	\$ 2,210.00	
Greeley	26,520	\$17,836	\$ 0.06		\$ 14,500.00	\$ 0.05	\$ 3,336.00	
*Metro WW Rec Dist.	28,179	\$7,189	\$ 0.02		\$ 14,500.00	\$ 0.04	\$ (7,311.00)	
*Ft. Collins	60,828	\$28,188	\$ 0.04		\$ 14,500.00	\$ 0.02	\$ 13,688.00	
NCWCD	0	\$1,725			Associate	\$ 1,275.00		\$ 450.00
Revenue		\$ 174,190.90				\$ 159,375.00	Members Save	18
*SFE=2.8 based on 2019 population						Members Cost	16	
	Average Dues	\$ 5,072.53	\$ 0.07	Average Dues	\$ 4,650.00	\$ 0.08		
	Dues Ranges	\$ 147.00	\$ 28,188.00	Dues Ranges	\$ 1,000.00	\$ 14,500.00		
	SFE Ranges	\$ 0.00	\$ 1.00	SFE Ranges	\$ 0.01	\$ 0.82		

Appendix B
Member Association Dues 2020 & 2022

	Member Name	Current Dues Model-2020	Tiered Dues-2022
1.	Town of Ault	\$1,225	\$1,000
2.	Fox Acres	\$1,225	\$1,000
3.	Town of Milliken	\$1,225	\$1,000
4.	Town of Platteville	\$1,225	\$1,000
5.	Town of Severance	\$1,225	\$1,000
6.	Town of Wellington	\$1,241	\$1,000
7.	Town of Eaton	\$856	\$1,000
8.	Town of Hudson	\$477	\$1,000
9.	Town of Kersey	\$280	\$1,000
10.	Town of Mead	\$838	\$1,000
11.	Town of Pierce	\$160	\$1,000
12.	Town of Timnath	\$147	\$1,000
13.	St. Vrain Sanitation District	\$5,441	\$3,150
14.	Town of Berthoud	\$1,225	\$3,150
15.	Town of Johnstown	\$2,229	\$3,150
16.	Estes Park Sanitation District	\$1,225	\$3,150
17.	Town of Erie	\$3,724	\$3,150
18.	Upper Thompson Sanitation District	\$2,891	\$3,150
19.	Town of Lochbuie	\$1,225	\$3,150
20.	Town of Fort Lupton	\$1,417	\$3,150
21.	City of Evans	\$3,613	\$3,150
22.	Town of Windsor	\$3,965	\$3,150
23.	Boxelder Sanitation District	\$1,726	\$3,150
24.	City of Brighton	\$6,708	\$3,150
25.	South Fort Collins Sanitation District	\$5,000	\$3,150
26.	City of Northglenn	\$6,921	\$3,150
27.	City of Loveland	\$13,194	\$14,500
28.	City and County of Broomfield	\$11,010	\$14,500
29.	City of Longmont	\$16,710	\$14,500
30.	City of Greeley	\$17,836	\$14,500
31.	Metro Wastewater Reclamation District	\$7,189	\$14,500
32.	City of Fort Collins	\$28,188	\$14,500
33.	Larimer County	\$12,690	\$7,500
34.	Weld County	\$8,215	\$7,500
35.	Northern Colorado Water Conservancy District	\$1,725	\$1,275

Appendix C
NFRWQPA 2022 Fee Schedule

NFRWQPA Fee Schedule (Effective January 1, 2022)					
Annual Membership Dues					
Treatment Facility			Collection System only		
Design Capacity (mgd)	Dues		Population	Dues	
<1	\$1,000		0-to-10,000	\$1,000	
1.0-to-9.99	\$3,150		10,001-to-25,000	\$3,150	
>10.0	\$14,500		>25,000	\$14,500	
Counties			Associates		
\$7,500			\$1,275		
Review Fees for Nonmembers					
Site Applications			Utility Plans		
	New (22.6)	Increasing or Decreasing Capacity (22.7)		New	Update
Wastewater treatment plants, less than 999,999 gallons per day:	\$3,115	\$2,492	Wastewater treatment plants, less than 999,999 gallons per day:	\$3,985	\$3,180
Wastewater treatment plants from 1,000,000 to 9,999,999:	\$6,231	\$4,984	Wastewater treatment plants from 1,000,000 to 9,999,999:	\$5,958	\$4,750
Wastewater treatment plants, 10,000,000 gallons per day or more:	\$12,461	\$9,969	Wastewater treatment plants, 10,000,000 gallons per day or more:	\$7,931	\$6,361
Interceptors (Eligible for Certification) (22.8):	\$779		On-site wastewater treatment systems:	\$1,830	\$1,207
Lift Stations & Interceptors (22.9):	\$1,246		Population & Loading projection updates	\$1,257	
Amendments to Existing Site Applications (22.10):	\$779		Wastewater Utility Service Area (WUSA) updates	\$1,257	
Demonstration Projects (22.11):	\$0				
In-kind Replacement Projects (22.12):	\$0				
Areawide Water Quality Management Plan Amendment					
New Management or Operation Agency:			\$2,992		
New Wastewater Treatment Plant:			\$1,992		
New Lift Station or Interceptor:			\$778		
Increase or Decrease in Treatment Plant Capacity:			\$389		
Wastewater Utility Service Area (WUSA) Amendment:			\$628		
Update Population and Loading Projections:			\$628		

Dues & Fee Policies (Effective January 1, 2022)

1. Review fees are non-refundable.
2. Review Fees will be assessed for nonmembers, and members with less than three (3) years of membership.
3. Once Utility Plan fees are paid, associated, or subsequent Site Application(s) and/or 208 Plan Amendment(s) fees are waived if applied for within one (1) year and documented with the said Utility Plan (Approved Date).
4. Review fees may be reapplied and required for multiple reviews of the same subject or project at the Association's discretion.
5. Members with representatives that serve on an Association committee may receive credit for reduced membership dues at a rate of 20% per year up to five years totaling 100%, receiving one (1) year of waived dues for five years of service on the sixth year. The committee service time-period must be served before receiving the credit at the member agency's request. Credit requests can not be in consecutive years. Members may begin earning Association committee credit on January 1, 2022.

Attachment #6



Dedicated to protecting and improving the health and environment of the people of Colorado

COLORADO WATER QUALITY CONTROL DIVISION - REQUEST FOR CHEMICAL EVALUATION

Please print or type all information. All items must be filled out completely and correctly.

Mail original form with ink signatures to Colorado Dept. of Public Health and Environment Water Quality Control
Division 4300 Cherry Creek Dr. South WQCD-P-B2 Denver, CO 80246-1530

TEMPORARY COVID19 Submission - Digitally signed documents may be emailed to

[cdphe.wqrecordscenter@state.co.us.](mailto:cdphe.wqrecordscenter@state.co.us)

Do not follow up with a mailed-in hard copy. The directions for electronic signatures can be found at this [FAQ at question 41.](#)

PURPOSES OF FORM.

- The information required by this form will be used by the division to determine whether a permit modification is needed (and allowed consistent with Regulation 61.8(1) - PROHIBITIONS), when a permittee seeks to use different chemicals from those listed in its permit or fact sheet. If a permit modification is needed, these new chemicals may not be added prior to the effective date of the permit modification.
- A permittee may also directly apply for a permit modification without completing this form.
- The information required by this form may also be used by the division to supplement a pending permit application or renewal.
- Completion of this form (or a permit modification application) may be required for compliance with Regulation 61.8(5), 5 CCR 1002-61, or similar permit conditions, which require that a permittee notify the division of anything that will significantly change the nature or increase the quantity of pollutants discharged or that may result in noncompliance with permit requirements. Completion of this form (or a permit modification application) may also be required prior to approvals under Regulation 22, 5 CCR 1002-22.
- If the division determines that a permit modification is necessary and if the permittee signs Part F below, this form may also serve as an application to modify the permit. If Part F is not signed and the division informs the permittee that a permit modification is necessary, the permittee must submit a permit modification application to the division in order to move forward with the chemical addition.

If the permittee does not submit the required permit modification within the specified timeframe, the division may deny the chemical evaluation request.

Until a permit modification is effective, the use of the chemical is not authorized by the permit.

- If the division determines that use of the chemical, as documented on this form, is not consistent with Regulation 61.8(1) - PROHIBITIONS, the division will deny the chemical evaluation request.
- **Proprietary components:** The permittee must submit all information required by this form, including for any proprietary components of the chemical product. Information for the proprietary components may be submitted to the division either by the permittee, or directly from the manufacturer. The division cannot review chemical evaluation requests without all required information for the chemical components, including any proprietary components.
- **Confidentiality:** Consistent with 61.5(4) - PUBLIC ACCESS TO INFORMATION, any request that component(s) of a chemical product remain confidential must meet the Colorado Open Records Act (CORA) criteria at 24-72-204(3)(a)(IV).
- Note that chemical use can affect the overall toxicity of a discharge to aquatic life, which may be reflected in Whole Effluent Toxicity (WET) testing. Given this, using new chemicals can trigger new requirements for WET testing or more frequent WET testing.

PART A. IDENTIFICATION OF PERMIT - Please identify the permit number

PERMIT NUMBER _____

PART B. PERMITTEE INFORMATION (application must be signed by the legal contact* listed here)

Company Name _____

Mailing Address _____

City _____ State _____ Zipcode _____
Legal Contact Name* _____ Phone Number _____

Title _____ Email _____

PART C. FACILITY/PROJECT INFORMATION

Facility/Project Name _____

Location (address) _____

City _____ County _____
Local Contact Name _____ Phone Number _____

Title _____ Email _____

PART D. REQUIRED INFORMATION FOR CHEMICAL EVALUATION REQUEST:

***** This part must be complete (i.e., you must provide ALL required information) for the division to process the chemical evaluation request *****

For EACH chemical product requested, provide the following information - use additional pages if necessary.

1. Is an MSDS attached for EACH chemical product requested? Yes No
2. List name of each chemical product requested, the waste stream, the associated outfall for the discharge containing the chemical product, and operating dosage.

Chemical product	Wastestream / outfall	Operating Dosage* (mg/l)
Chemical 1:		
Chemical 2:		

*Operating Dosage means the concentration of the chemical as maintained in the system (e.g., cooling tower, stripper, exchanger, concentration in a facility pond system).

3. List each **active component** as a percentage of the chemical product.

If the active component is not 100% of the chemical product, list all other components (e.g., non-active components, carriers, proprietary components, etc.) as a percentage of the mixture.

The sum of percentages must add up to 100% to demonstrate that all chemical components are identified.

Chemical 1:

Active component	Percent of mixture	Other component	Percent of mixture

4. Does the chemical product contain proprietary components? Yes No
5. Did permittee provide all required information for all proprietary components? Yes No NA
 (The division cannot review chemical evaluation requests without all required information for the chemical components, including any proprietary components.)
6. Provide the concentration of each active or other component in the **effluent**, and the method used to derive the concentration.

Chemical 1:

Active component	Effluent Concentration** (mg/L)	Method used to determine effluent concentration***
Other component	Effluent concentration** (mg/L)	Method used to determine effluent concentration***

****Effluent concentration** means the concentration of the chemical in the final discharge after dilution, if any, with other water not containing the chemical.

For instance, if the concentration of the chemical is maintained at 10 mg/l in the cooling tower (**Operating Dosage**), the blowdown rate is 25 gallons per minute and the blowdown is mixed with 25 gallons per minute of other water not containing the chemical, the **Effluent concentration** is 5 mg/l. If there is no other dilution water, the **Operating Dosage** and **Effluent concentration** are the same.

*****Methods used to determine effluent concentration** may include: **calculated** based on dilution within facility; **measured** (bench scale test); **other** (describe). It is not acceptable to provide an effluent concentration of non-detect, or zero, based on expected chemical reactions alone.

PART F. CERTIFICATION Signature for Permit Modification Application

If you desire this document to also be used as a permit modification application if the division determines that a permit modification is necessary, please also sign below. If this section is not signed, and a permit modification is deemed necessary by the division, the permittee must submit a permit modification application to the division if the permittee wishes to move forward with the chemical addition. Until a permit modification is effective, the use of the chemical is not authorized by the permit.

I understand that submittal of this application is for coverage under the State of Colorado Discharge Permit System until such time as the application is amended or the certification is transferred, inactivated, or expired.

Signature of Legally Responsible Party*	Date Signed
Name (printed)	Title

*This modification application shall be signed, dated, and certified for accuracy by the permittee. In all cases, it shall be signed as follows:

1. In the case of a corporation, by a principal executive officer of at least the level of vice-president, or his or her duly authorized representative, if such representative is responsible for the overall operation of the operation from which the discharge described herein originates;
2. In the case of a partnership, by a general partner;
3. In the case of a sole proprietorship, by the proprietor;
4. In the case of a municipal, state, or other public operation, by either a principal executive officer, ranking elected official, or other duly authorized employee.