



ASSOCIATION MEETING AGENDA

July 22, 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](#) 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. **DETERMINATION OF A QUORUM FROM MEMBERSHIP.** – Attachment #1 (page3).
3. **APPROVAL OF AGENDA.**
4. **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST.**
5. **PUBLIC COMMENTS.**
6. **APPROVAL OF PAST MINUTES.** - Attachment #2 (page 4-6).
For review and consideration are the June 24, 2021 meeting minutes.
7. **FINANCIAL REPORTS:** – Attachment #3 (page 7-9).
For review and consideration is the June 2021 financial statement.
8. **DECISION ITEM:** Executive Committee Officer Vacancies.
As mentioned during the June 24, 2021 meeting, Thomas Acampora with the Metro Wastewater Reclamation District resigned as Executive Committee Chair on June 6, 2021. According to the Articles of Association, the Vice-Chair fulfills the Chair’s role in succession. During the Executive Committee meeting on July 8, 2021, Jason Graham with Fort Collins accepted the Executive Committee Chair role; and Brian Zick with Boxelder Sanitation District assumed the Executive Committee Vice-Chair role. Additionally, on July 10, 2021, Marco Carani with Johnstown resigned as an Executive Committee Officer. The Executive Committee meets every other month for one hour, currently remotely, with a hybrid option soon. The Association will be accepting nominations to fulfill the two resulting Executive Committee Officer vacancies. Current Executive Committee Officers:

Chair	– Jason Graham	Officer	– Chris Bieker
Vice-Chair	– Brian Zick	Officer	– Vacant
Treasurer	– Rob Fleck	Officer	– Vacant
Officer	– Jeremy Woolf		

9. **DECISION ITEM:** Utility Plan Review Committee.

Volunteers are needed for the Utility Plan Review Committee. Typically, the Committee reviews 4-6 Utility Plans a year, accompanied by review meetings with the agency and submitting engineering firm for each review. All reviews are now done electronically via Adobe, reducing the time commitment. So if you have staff that you would like to groom to take over, this is an excellent way for them to learn the ropes, including the regional aspect of protecting, maintaining, or restoring the regional water quality. Current Utility Plan Review Committee members are:

Chair – Rob Fleck
– Jason Graham
– Matt Allen
– Carlos Medina

10. DISCUSSION ITEM: 208 Areawide Water Quality Management Plan endorsed Project List.

Attachment #4 (Pages 10-11).

Presented for review is the 208 Areawide Water Quality Management Plan endorsed Project list to be adopted in the next 208 Areawide Water Quality Management Plan update. Endorsed projects listed are approved and supported through the Association approval of Utility Plans. The Association will append projects requiring a 208 Areawide Water Quality Management Plan Amendment. The Association shall post the endorsed 208 Areawide Water Quality Management Plan Project List online.

11. DISCUSSION ITEM: All NFRWQPA Historical Site Applications are now online.

All NFRWQPA historical Site Applications are now available online, including any CDPHE approvals or correspondence available. Approved Site Applications: <https://nfrwqpa.colorado.gov/approved-site-applications-agency>.

12. DISCUSSION ITEM: Chemical Supply Issues.

Wastewater Utilities are still seeing chemical supply issues.

13. OTHER BUSINESS:

a) Workgroup Updates; Can be accessed here:

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

14. 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

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

Associates and Industries

37	NCWCD	Voting	Curtis Hartenstine	Ester Vincent
38	Carestream	Voting	John Dinges	

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

rev.3-10-2021

Attachment #2



ASSOCIATION MEETING MINUTES

June 24, 2021; 2:00 PM

Remote Meeting Only

1. **CALL MEETING TO ORDER.**

Mr. Thomas, NFRWQPA Manager, called the meeting to order at 2:02 PM.

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

The following members and public were in attendance:

NFRWQPA – Manager – Mark Thomas

Executive Committee Officers –

Vice-Chair – Jason Graham – Ft. Collins

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

Officer – Jermy Woolf – Greeley

Executive Committee Officers Absent –

Chair – Vacant

Officer – Chris Bieker – Upper Thompson S.D.

Officer – Marco Carani – Johnstown

Officer – Brian Zick – Boxelder

Membership –

Adam Prior – Greeley

Brandon Cayou – Loveland

Chris Manley – LCHD

Dustin Preston – Ault

John Dinges – Carestream

Jon Coyle – Erie

Katie Sall – WCDPHE

Lauren Light – WCDPHE

Manuel Feyre – Northglenn

Mary Paterniti – Longmont

Robert Porsch – Evans

Skip Holland – WCDPHE

Todd Hepworth – Evans

Public –

Jill Burrell – Ditesco

Ken Cooper – Ditesco

Randy Kenyon – Merrick

Ryan Tordella – CD Smith

– Mr. Thomas announced a quorum.

3. **APPROVAL OF AGENDA.**

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

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

Mr. Jeremy Woolf disclosed he would be abstaining from agenda item #10.

5. **PUBLIC COMMENTS.**

No members of the public stated any public comments.

6. **FINANCIAL REPORTS.**

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

7. **APPROVAL OF PAST MINUTES.**

Mr. Graham moved to approve the minutes from May 27, 2021, seconded by Mr. Woolf. – Motion carried unanimously.

8. **DECISION ITEM:** 2022 Association Budget and Dues.

Mr. Thomas presented for consideration and approval the 2022 Association budget and dues structure.

The intent to modify Association dues was public noticed by email and posted on the website on January 21, 2021, and discussed during the January 28, February 25, and March 25, 2021 meetings. The Association did not receive any comments during the Public Notice period to modify the dues structure. Mr. Hepworth moved to approve the new dues tier model, including charging for reviews by nonmembers and the correlating proposed 2022 budget, seconded by Mr. Graham. – Motion carried unanimously.

9. **DECISION ITEM:** 208 Areawide Water Quality Management Plan Amendment - South Fort Collins Sanitation District Larimer County Behavioral Health Center (BHC) Lift Station.
Ms. Jill Burrel with Ditesco presented the Larimer County Behavioral Health Center (BHC) Lift Station near South Taft Hill Road and West Trilby Road in Fort Collins, CO, within the South Fort Collins Sanitation District wastewater utility service area. Initially, the Larimer County BHC Lift Station will be serving just the proposed Larimer County BHC. The Larimer County BHC Lift Station will convey flows from the entire lift station service area under buildout conditions, expected within ten years. The Larimer County BHC Lift Station has a Maximum Month Average Hydraulic Capacity of 0.035 MGD and a Peak Hour Hydraulic Capacity of 0.172 MGD. Larimer County has committed to providing wholesale wastewater collection and conveyance services to the Larimer County BHC development. South Fort Collins Sanitation District (District) will collect and treat wastewater from the proposed Larimer County BHC Lift Station service area at the District’s Water Reclamation Facility. A 20-year sales tax initiative is funding this project’s construction, including construction and ongoing operation and maintenance of this proposed lift station. The Estimated Project Cost is \$950,000, with an estimated completion date of June 2022. Mr. Woolf moved to approve the Larimer County Behavioral Health Lift Station, seconded by Mr. Hepworth. – Motion carried unanimously.
10. **DECISION ITEM:** City of Greeley Utility Plan-Amendment.
Mr. Adam Prior with the City of Greeley presented the City of Greeley Utility Plan Amendment. The City of Greeley Utility Plan Amendment reflected new information regarding the existing system performance and address future planned growth within their wastewater utility service area from the City of Greeley 2021-Sanitary Sewer Master Plan. The original Utility Plan was approved in December 2019. The 2019-Utility Plan was developed using the 2015 utility plan guidance, and the amended Utility Plan includes the newly required information per the 2021 WUP guidance. Membership may view the City of Greeley Utility Plan Amendment presentation online at the following link: <https://nfrwqpa.colorado.gov/meeting-presentations>. Mr. Thomas stated that the Utility Plan review committee conducted its review, and the City of Greeley address all comments and suggestions; therefore, the committee is recommending approval. Mr. Fleck moved to approve the City of Greeley Utility Plan Amendment, seconded by Mr. Holland. – Motion carried unanimously.
11. **DISCUSSION ITEM:** The Basic Standards and Methodologies for Surface Water Regulation 31 Update.
Mr. Thomas summarized the Water Quality Control Commission hearing for Regulation 31 on June 14, 2021.
12. **OTHER BUSINESS:**
 - a) Workgroup Updates; Can be accessed here:
<https://drive.google.com/drive/u/1/folders/1ZuqjIQadwnsZKi5G21ovoCSMzNJ-rOcq>
13. **ADJOURN.**

Attachment #3

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

	<u>June 30, 21</u>	<u>May 31, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Checking NFRWQPA	28,364.43	40,621.87	-12,257.44
1250 · Colorado Trust NFRWQPA	605,443.56	605,423.61	19.95
Total Checking/Savings	<u>633,807.99</u>	<u>646,045.48</u>	<u>-12,237.49</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>635,160.99</u>	<u>647,398.48</u>	<u>-12,237.49</u>
TOTAL ASSETS	<u>635,160.99</u>	<u>647,398.48</u>	<u>-12,237.49</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2050 · Mark's CC x7640	379.05	551.09	-172.04
Total Credit Cards	<u>379.05</u>	<u>551.09</u>	<u>-172.04</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	1,865.24	1,865.25	-0.01
Total 24000 · Payroll Liabilities	<u>3,457.55</u>	<u>3,457.56</u>	<u>-0.01</u>
Total Other Current Liabilities	<u>3,782.55</u>	<u>3,782.56</u>	<u>-0.01</u>
Total Current Liabilities	<u>4,161.60</u>	<u>4,333.65</u>	<u>-172.05</u>
Total Liabilities	4,161.60	4,333.65	-172.05
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>7,018.70</u>	<u>19,084.14</u>	<u>-12,065.44</u>
Total Equity	<u>630,999.39</u>	<u>643,064.83</u>	<u>-12,065.44</u>
TOTAL LIABILITIES & EQUITY	<u>635,160.99</u>	<u>647,398.48</u>	<u>-12,237.49</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 Six Month Periods Ended June 30, 2021

	<u>June 21</u>	<u>Jan-June 21</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues				
9010 · Membership Dues	-	87,853.12	90,484.00	97.09
9020 · Interest Income	19.95	205.65	6,000.00	3.43
9030 · CDPH & E	-	-	10,800.00	-
9990 · Miscellaneous	-	40.00	-	100.00
Total Revenues	19.95	88,098.77	107,284.00	82.12
Expenses				
3100 · Salary	7,697.86	46,187.16	92,374.26	50.00
3103 · Vision Stipend	-	100.00	100.00	100.00
3200 · Health Insurance	338.72	2,032.32	4,500.00	45.16
3210 · Dental & Vision Insurance	107.40	644.40	1,000.00	64.44
3220 · Life Insurance	65.83	394.98	1,000.00	39.50
3400 · FICA/PERA Manager	1,286.47	7,718.86	17,000.00	45.41
3600 · Workman's Compensation	-	13.00	425.00	3.06
5010 · Rent & Utilities	1,326.00	7,878.00	16,000.00	49.24
5100 · Telephone Cellular	75.00	450.00	900.00	50.00
5120 · Interest	-	-	10.00	-
5130 · Internet Service	149.31	882.28	2,000.00	44.11
5140 · IT Support	179.88	2,536.88	3,000.00	84.56
5150 · Advertising	-	-	500.00	-
5160 · Insurance	506.00	506.00	450.00	112.44
5200 · Printing	-	-	-	-
5250 · Legal Notices	-	-	-	-
5300 · Office Supplies	189.71	1,726.49	2,000.00	86.32
5350 · Postage	-	58.55	150.00	39.03
5400 · Dues & Subscriptions	-	5,797.51	7,500.00	77.30
5425 · Intergovernmental Assist	-	-	10,000.00	-
5450 · Training	-	-	500.00	-
5500 · Mileage Reimbursement	-	-	2,000.00	-
5510 · Meals & Lodging	9.46	29.97	2,500.00	1.20
5520 · Transportation	-	-	500.00	-
5550 · Conferences	-	-	2,000.00	-
5600 · Accounting	153.75	1,278.75	4,500.00	28.42
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/	-	-	15,000.00	-
7000 · Miscellaneous Expense	-	-	100.00	-
Total Expenses	12,085.39	81,080.07	212,809.26	38.10
Net Revenues and Expenses	(12,065.44)	7,018.70	(105,525.26)	(6.65)

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



Legend:
DRAFT/ISSUE - Gray/Utility Plan Approved - 20 Year Horizon
B - Backlog/2 Year WWT
C - Change/2 Year WWT
R - Repair/2 Year WWT
E - Expansion/2 Year WWT
I - Interceptor/2 Year WWT
O - Change/2 Year WWT
P - Pump/2 Year WWT
X - Backlog/2 Year WWT

Table with columns: AGENCY & PROJECT DESCRIPTION, PROJECT COST, PROJECT START, PROJECT END, and a grid of project status indicators (letters and colors) for years 2003-2019. Rows include projects like 'Alley of St. Vrain', 'New WWT SBR-0.5 MGD', 'Berthoud Estates', 'Boulder Sanitation District', 'Broomfield, City and County', 'Crystal Lake WBA Association', 'Eden, Town of', 'Fort Collins, City of', 'Greeley, Town of', 'Harrison, Town of', 'Julesburg, Town of', 'Lafayette, Town of', 'Loveland, City of', 'Northglenn, City of', 'Poudre Valley WMA', 'Steamboat Springs', 'Thompson', 'Windsor', 'Yuleta, Town of'.