



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 25, 2024 @ 2:00 PM

Hybrid Meeting

### Microsoft Teams meeting

[Click here to join the meeting](#)

Meeting ID: 217 512 149 632

Passcode: dcHGYH

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 720-739-6745](#)

Phone Conference ID: 815 088 698#

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*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 (pages 4-7).  
For review and consideration are the meeting minutes from December 19, 2023.
8. **FINANCIAL REPORTS:** – Attachment #3 (pages 8-10).  
For review and consideration are the financial statements from December 2023.
9. **DECISION ITEM:** South Fort Collins Sanitation District Ptarmigan Lift Station Site Application (22.9).  
The Site Application proposes to increase the Ptarmigan lift station capacity from 1,835 gallons per minute (GPM) to 2,700 GPM. As a result of the replacement of the 10-inch diameter portion of the force main (5,200 feet) with a 16-inch diameter pipe to match the remaining force main (8,540 feet). South Fort Collins Sanitation District's currently approved Utility Plan denotes the Ptarmigan Lift Station capacity at 2,700 GPM.  
Recommendation: Membership Approval

10. **DISCUSSION ITEM:** RESPEC Nonpoint Source Watershed Basin Plan update and Q&A.  
RESPEC will give an update regarding the Nonpoint Source Watershed Basin Plan, including a Q&A with the membership concerning certain aspects of the plan.
11. **OTHER BUSINESS:**  
Workgroup Update Presentations can be accessed [here](#).
12. **ADJOURN**

<b>NORTH FRONT RANGE WATER QUALITY PLANNING ASSOCIATION</b>
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<b>Designated Management and Operation Agency Members</b>
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	Designation	Primary Contact	Alternate Contact	2024 Dues	
1	Ault, Town of	Management/Operation Agency	Grant Ruff	Dustin Preston	
2	Berthoud, Town of	Management/Operation Agency	Chris Kirk	Wayne Ramey	
3	Boxelder Sanitation District	Management/Operation Agency	Brian Zick	David Lewis	
4	Brighton, Town of	Management/Operation Agency	Kim Schoen		
5	Broomfield, City & County	Management/Operation Agency	Ken Rutt	Dennis Rodriguez	
6	Dacono, City of	Management Agency	Bobby Redd	Jennfier Krieger	
7	Eaton, Town of	Management/Operation Agency	Greg Brinck	Wesley LaVanchy	
8	Erie, Town of	Management/Operation Agency	Jon Coyle	Bruce Chameroy	
9	Estes Park, Town of	Management Agency	Chris Eshelman	Reuben Bergsten	
10	Estes Park Sanitation District	Operation Agency	James Duell		
11	Evans, City of	Management/Operation Agency	Robby Porsch	Mark Oberschmidt	
12	Fox Acres Community Services	Private Agency	Richard Hopp	Ted Carter	
13	Ft. Collins, City of	Management/Operation Agency	Kathryne Marko	Jesse Schlam	
14	Ft. Lupton, City of	Management/Operation Agency	Chris Cross		
15	Galeton Water & Sanitation District	Operation Agency	William Warren		PAID
16	Greeley, City of	Management/Operation Agency	Tyler Eldridge	Adam Prior	
17	Hudson, Town of	Management/Operation Agency	Bruce Lange	Jennifer Woods	
18	Johnstown, Town of	Management/Operation Agency	Ellen Hilbig	Matt LeCerf	
19	Keenesburg, Town of	Management/Operation Agency	Mark Gray		
20	Kersey, Town of	Management/Operation Agency	Christian Morgan		
21	Larimer County	Management Agency	Chris Manley	Keila Flores	
22	LaSalle, Town of	Management/Operation Agency	Barry Schaeffer		
23	Lochbuie, Town of	Management/Operation Agency	Steve Stamey	Wayne Ramey	
24	Longmont, City of	Management/Operation Agency	Mary Paterniti	Annie Noble	
25	Loveland, City of	Management/Operation Agency	Joe Creaghe	Brandon Cayou	
26	Mead, Town of	Management/Operation Agency	Hellen Migchelbrink	Erika Rasmussen	
27	Metro Water Recovery	Operation Agency	Reed Koenig	Katie Koplitz	
28	Milliken, Town of	Management/Operation Agency	Don Stonebrink	Brad Simons	
29	Northglenn, City of	Management/Operation Agency	Manuel Freye	Shelley Stanley	
30	Pierce, Town of	Management/Operation Agency	Pat Larson		
31	Platteville, Town of	Management/Operation Agency	David Brand	Josh Leyba	
	<b>Resource Colorado Water &amp; Sanitation</b>				
32	Metro District		Paul Wilson	Paul Goluskin	
33	Severance, Town of	Management/Operation Agency	Nicholas Wharton	Mike Ketterling	
34	South Ft. Collins San. Dist.	Management/Operation Agency	Derik Caudill	Eric Bailey	
35	St. Vrain Sanitation District	Management/Operation Agency	Rob Fleck	Dave Cross	PAID
36	Timnath, Town of	Management/Operation Agency	Don Taranto		PAID
37	Upper Thompson San. Dist.	Management/Operation Agency	Chris Bieker	Matt Allen	
38	Weld County	Management Agency	Tom Parko	Katie Sall	
39	Wellington, Town of	Management/Operation Agency	Bob Gowing	Mike Flores	PAID
40	Windsor, Town of	Management/Operation Agency	Dennis Markham		

<b>Associates and Industries</b>
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41	NCWCD	Associate	Anna Hermes	Ester Vincent	
42	Carestream	Industry	John Dinges		

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

rev.1-17-2024

Attachment # 2



## ASSOCIATION MEETING MINUTES

December 21, 2023, 2:00 PM

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** –

Chair – Brian Zick – Boxelder S.D.

Vice Chair – Tyler Eldridge – Greeley

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

Officer – Chris Bieker – Upper Thompson S.D.

Officer – Derik Caudill – S. Fort Collins S.D.

**Executive Committee Officers Absent** –

Officer – Mark Oberschmidt – Evans

Officer – Tom Parko – Weld County

**Membership** –

Anna Hermes – NCWCD

Annie Noble – Longmont

Brandon Cayou – Loveland

Dennis Markham – Windsor

Dustin Preston – Ault

Jesse Schlam – Ft. Collins

Joe Creaghe – Loveland

John Dinges – Carestream

Josh Leyba – Platteville

Katie Sall – Weld County

Mary Paterniti – Longmont

Robby Porsch – Evans

Shelley Stanley – Northglenn

**Public** –

Matt Gough – HDR

John McGee – JVA

Joe Ning – JVA

Gary Fisher – JVA

– Mr. Thomas announced a quorum.

4. **APPROVAL OF AGENDA.**

Mr. Fleck motioned to approve the agenda, seconded by Mrs. Stanley. The 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 motioned to approve the October 26, 2023, meeting minutes, seconded by Mr. Schlam. The motion carried unanimously.

8. **FINANCIAL REPORTS.**

Mr. Schlam moved to approve the October and November 2023 financial statements, seconded by Mr. Porsch. The motion carried unanimously.

9. **DECISION ITEM:** St. Vrain Sanitation District WWTF Rerating Site Applications.  
Mr. Matt Gough with HDR Engineering presented the St. Vrain Sanitation District site applications for increasing treatment capacity from 6MGD to 8MGD. The Site Applications document the needed improvements for the influent pump station and UV disinfection required to expand treatment to 8MGD. Mrs. Stanely moved to approve the St. Vrain Sanitation District Rerating Site Application to increase capacity from 6MGD to 8MGD, seconded by Mr. Leyba. The motion carried unanimously.

10. **DECISION ITEM:** Town of Mead Site Application Phosphorus Improvements.  
Mr. John Mcgee with JVA Engineering presented the Town of Mead site application regarding chemical phosphorus removal improvements. The chemical addition of aluminum sulfate is required for removing total phosphorus (TP) to meet the goals of the CDPHE Nutrient Incentive Program (Policy 17-1) to consistently achieve an effluent TP concentration of 1 mg/l or less. Mr. Leyba moved to approve the Town of Mead Site Application for Phosphorus Improvements, seconded by Mr. Eldridge. The motion carried unanimously.

11. **DECISION ITEM:** Utility Plan Policy update.  
Mr. Thomas presented and discussed the updated Utility Plan (Guidance) Policy Document for membership approval. The update includes ensuring the Utility Plan Policy Document aligns with the Association's [208 Areawide Water Quality Management Plan](#) policies. Revisions include updating grammatical errors and typos and clarifying the Utility Plan Policy Document requirements. Mr. Caudill moved to approve the updated Utility Plan Policy, seconded by Mr. Leyba. The motion carried unanimously.

12. **DECISION ITEM:** Association Executive Committee.  
Mr. Thomas presented the 2024 Executive Committee officers for membership approval.

- |            |  |
|------------|--|
| Chair      | - Brain Zick (Boxelder S.D.)             |
| Vice-Chair | - Tyler Eldridge (City of Greeley)       |
| Treasure   | - Robert Fleck (St. Vrain S.D.)          |
| at large   | - Chris Bieker (Upper Thompson S.D.)     |
| at large   | - Tom Parko (Weld County)                |
| at large   | - Derik Caudill (South Ft. Collins S.D.) |
| at large   | - Mark Oberschmidt (City of Evans)       |

Mr. Porsch moved to approve the 2024 Executive Committee as presented, seconded by Mr. Leyba. The motion carried unanimously.

13. **DISCUSSION ITEM:** Utility Plan Review Committee Members.  
Mr. Thomas discussed the need for additional volunteers to participate in the Utility Plan Review Committee, with the current Utility Plan Review Committee Members agreeing to serve in 2024 in the capacity listed below. Mr. Eldridge volunteered to serve in 2024 in addition to those listed below.

- |       |  |
|-------|--|
| Chair | - Rob Fleck (St. Vrain S.D.) - confirmed             |
|       | - Chris Manley (Larimer County) - confirmed          |
|       | - Keila Flores (Larimer County) - confirmed          |
|       | - Derik Caudill (South Ft. Collins S.D.) - confirmed |

14. **OTHER BUSINESS:**  
Workgroup Update Presentations can be accessed [here](#).

15. **ADJOURN**

Attachment # 3



**North Front Range Water Quality Planning Association**  
**Financial Balance Sheet Statement - Budget vs. Actual - Cash Basis**  
As of December 31, 2023 and November 30, 2023

	<u>Dec 31, 23</u>	<u>Nov 30, 23</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1100 · Checking NFRWQPA	6,187.78	8,760.83	-2,573.05
1250 · Colorado Trust NFRWQPA	589,330.21	598,542.09	-9,211.88
<b>Total Checking/Savings</b>	<u>595,517.99</u>	<u>607,302.92</u>	<u>-11,784.93</u>
<b>Other Current Assets</b>			
1500 · Security Deposit	1,353.00	1,353.00	0.00
<b>Total Other Current Assets</b>	<u>1,353.00</u>	<u>1,353.00</u>	<u>0.00</u>
<b>Total Current Assets</b>	<u>596,870.99</u>	<u>608,655.92</u>	<u>-11,784.93</u>
<b>TOTAL ASSETS</b>	<u><b>596,870.99</b></u>	<u><b>608,655.92</b></u>	<u><b>-11,784.93</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
2050 · Mark's CC x7640	254.13	353.47	-99.34
<b>Total Credit Cards</b>	<u>254.13</u>	<u>353.47</u>	<u>-99.34</u>
<b>Other Current Liabilities</b>			
2300 · Pension Payable	621.60	621.60	0.00
24000 · Payroll Liabilities	0.00	0.00	0.00
2406 · Accrued Vacation Payable	1,592.31	1,592.31	0.00
2407 · PERA	2,335.61	2,335.61	0.00
<b>Total 24000 · Payroll Liabilities</b>	<u>3,927.92</u>	<u>3,927.92</u>	<u>0.00</u>
<b>Total Other Current Liabilities</b>	<u>4,549.52</u>	<u>4,549.52</u>	<u>0.00</u>
<b>Total Current Liabilities</b>	<u>4,803.65</u>	<u>4,902.99</u>	<u>-99.34</u>
<b>Total Liabilities</b>	4,803.65	4,902.99	-99.34
<b>Equity</b>			
2810 · Assets Beginning of Year	572,240.82	572,240.82	0.00
32000 · Retained Earnings	-20,229.24	-20,229.24	0.00
<b>Net Income</b>	<u>40,055.76</u>	<u>51,741.35</u>	<u>-11,685.59</u>
<b>Total Equity</b>	<u>592,067.34</u>	<u>603,752.93</u>	<u>-11,685.59</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>596,870.99</b></u>	<u><b>608,655.92</b></u>	<u><b>-11,784.93</b></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 - Summary**  
For the One Month and Twelve-Month Periods Ended December 31, 2023

	<u>December 23</u>	<u>Jan-Dec 23</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Revenues</b>				
9010 - Membership Dues		166,650.00	163,625.00	101.85
9015 - Nonmember Review Fees		3,985.00		
9020 - Interest Income	2,788.12	32,081.42	500.00	6,416.28
9030 - CDPH & E	-	23,450.00	23,700.00	98.95
9040 - 319 Grants NPS Watershed Plan	-	35,500.00	25,000.00	142.00
9990 - Miscellaneous	-	-	-	-
<b>Total Revenues</b>	<u>2,788.12</u>	<u>261,666.42</u>	<u>212,825.00</u>	<u>122.95</u>
<b>Expenses</b>				
3100 - Salary	11,620.08	139,440.91	154,008.00	90.54
3600 - Workman's Compensation	277.00	550.00	425.00	129.41
5010 - Rent & Utilities	1,535.00	16,600.00	20,000.00	83.00
5100 - Telephone Cellular	75.00	900.00	900.00	100.00
5120 - Interest	-	-	10.00	-
5130 - Internet Service	596.15	1,954.51	3,000.00	65.15
5140 - IT Support	-	3,964.03	5,000.00	79.28
5150 - Advertising	-	-	500.00	-
5160 - Insurance	-	500.00	750.00	66.67
5300 - Office Supplies	-	1,594.27	2,000.00	79.71
5350 - Postage	-	12.60	150.00	8.40
5400 - Dues & Subscriptions	-	6,697.51	10,000.00	66.98
5425 - Intergovernmental Assist	-	3,743.00	10,000.00	37.43
5450 - Training	-	-	500.00	-
5500 - Mileage Reimbursement	-	52.32	1,000.00	5.23
5510 - Meals & Lodging	160.48	810.78	2,500.00	32.43
5520 - Transportation	-	-	1,000.00	-
5550 - Conferences	-	125.00	3,000.00	4.17
5600 - Accounting	210.00	2,992.50	4,500.00	66.50
5650 - Auditing	-	-	7,500.00	-
5700 - Legal	-	1,784.50	15,000.00	11.90
5750 - Bank Charges	-	0.49	50.00	0.98
5800 - Capital Recovery	-	-	750.00	-
5850 - Capital Expenditures	-	-	5,000.00	-
6010 - Contract Services/GIS	-	39,888.24	50,000.00	79.78
6011 - Contract Services Office	-	-	2,500.00	-
6025 - Operations Contingency w/	-	-	20,000.00	-
<b>Total Expenses</b>	<u>14,473.71</u>	<u>221,610.66</u>	<u>320,043.00</u>	<u>69.24</u>
<b>Net Revenues and Expenses</b>	<u>(11,685.59)</u>	<u>40,055.76</u>	<u>(107,218.00)</u>	<u>(37.36)</u>

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