

# Berthoud Estates Community Association (BECA)

BECAWASTEWATER.COM

An association totaling of 183 homes; being the combination of 117 homes in Berthoud Estates Homeowners Association & 66 homes in Foothills Estates COMMUNITY Association, charged with maintaining and operating the wastewater treatment facility and the 8 inch wastewater mains draining to the facility.

## February 12, 2026 Agenda

<i>Board Members</i>	<i>Position</i>	<i>Address</i>	<i>Phone</i>	<i>Email</i>	<i>Term expires</i>
Melissa Morin	President	4908 Glen Dr	970-222-2166	<a href="mailto:melissafmorin@gmail.com">melissafmorin@gmail.com</a>	2029
Rick Moehling	Vice President	5300 Gary Dr	970-391-1470	<a href="mailto:rick.moehling@gmail.com">rick.moehling@gmail.com</a>	2027
Caitlin Shaw	Treasurer	4608 Beverly	630-853-1616	<a href="mailto:caitlin.i.ross@gmail.com">caitlin.i.ross@gmail.com</a>	2028
Glen Rewerts	Member	5301 Gary Dr	720-641-8794	<a href="mailto:gjrew@skybeam.com">gjrew@skybeam.com</a>	2029
Greg Schiller	Member	724 Riverside Court	720-600-9476	<a href="mailto:schillergjs62@gmail.com">schillergjs62@gmail.com</a>	2028

1. Call to order: 6:30 pm
2. Roll Call: Dave, Rick, Glen, Greg, Melissa, Michele, Caitlin
3. Association Members present & Association Forum: None
4. Approval of previous meeting minutes 10/09/25 & annual meeting 12/4/25 Rick motioned 2nd? Glen Approved? Yes
5. Board Positions? Set as noted above.
6. Plant Operator's Report: (63,000 GPD) WWTF Operations and Repairs - Dave
  - Status -
    - a. Flow – 39K max/34K avg MGD average/ max
    - b. Sludge hauling - need to haul sludge from the digester so can we haul 3 times this year? Plan: We usually haul 24,000 gallons of sludge at a time as this essentially gets us half of the digester volume removed. I would like to haul most of the volume at one time as to get a chance to inspect the bottom of the digester tank to verify any grit accumulation as it seems as though we have been increasing the amount of hauls over the years and the time between the hauls seems to be decreasing, leading me to believe we may have some grit accumulation which is actually just consuming the digester volume. This would mean we would haul ~45,000 gallons at one time and likely need another haul later in the year at the normal 24,000 gallon haul. If we do have a grit issue, we will know more when we see the bottom of the tank. It has been 10 plus years since the digester was empty, so I assume we have some accumulation. Rick motions to approve proposal & add to 5 year budget, Glen 2nd, approved? Yes
  - SCADA Computer replacement: Status? Currently mirrored, but having technical issues still. Needs Janssen to let us know what he needs to finish this up. He will verify with his IT team to figure out the network.
  - Odor complaints? Nada
7. CDPHE 2025 Permit compliance requirements -
  - 1) Required additional testing. autosamplers installed and operational in 2025.
  - 2) Hired JVA Consulting Engineers to file report responses. Reports due by 1/31/26
    - i) "Engineering Plan to meet Nitrate and Total Inorganic Nitrogen final limits" via Demonstration project? Proposal to add "Micro C" to meet the Nitrogen limits.
    - ii) GroundWater Protection Study – for the overflow pond. JVA to provide background info & Letter
    - iii) Inflow & Infiltration Study (I&I) - Dave to provide info to JVA - JVA to write letter

Update? Melissa requested and received an update from Shane on 2/10 from JVA: "In an effort to be efficient with our time, we were waiting for the 2nd sample before fully reengaging on the project, which we received on 01/29. I was not able to get engineering time to the project last week, but everyone is back on the project this week. We are meeting tomorrow on the project and I will send an updated milestone schedule, before the end of the week,

for JVA's deliverables. I&I/Groundwater Protection study letter will be sent to you this week as well. I am available to chat later this week or early next week once we send out the proposed schedule, which will be completed before the overall compliance schedule by CDPHE."

8. WWTF Maintenance items -Dave

1. 2026 Annual Maintenance contract - **to be approved and signed, Caitlin Motions, 2nd Glen, Approved? yes**
2. Enrolled in CDPHE Regulation 17-1 – to offset future Reg 31 (we still build credit to 2029)
3. Areawide Water Quality Management Plan Data
4. PFAS Biosolids Report- required now per permit- annually feb 15- completed, updated PFAS rules for plants less than 30K of biosolids will not need future PFAS testing.
5. Labs - Colorado Analytical Laboratories, Inc.
6. Generator–GEN-TEC; annual service in November (big service), secondary service (6 month) to be done by Dave. Melissa signed the annual service agreement.
7. Influent and Effluent flow meters (magmeter - annual calibration service- March)- Jansen to be done.
8. Mowing – weed spray & 1 mow) **need a new contractor - use: 2 Socks- Craig Miller for the mow- Glen to follow up**
9. Insurance:
  - 1) For the WWTP – Philadelphia Insurance Companies DUE 1/20- \$7499
    - Melissa requested modifications to coverage limits: **status? Email from Julie Shahan says that the underwriting team still has not approved - Account is set up with automatic payments**
  - 2) Insurance for board:
    - Fidelity Insurance (\$50K employee dishonesty bond) -**\$257 w/CNA Surety - paid**
    - Directors & Officers Liability (**\$2,483**) w/ **Mountain Insurance - paid**
10. Annual disclosures - Mail in March- **to do - what does this look like? Michele to update and send out this year. We will send out this after the end of year.**
11. Utilities
  - 1) Republic Service Trash - Dumpster
  - 2) LTWD
  - 3) XCEL Energy Gas
  - 4) PVREA Electricity
  - 5) Starlink - started 2024
  - 6) Website \$15/year - **Caitlin to follow up with Jeff**
  - 7) Google Drive - **hosted by Michele.**

9. Property Manager’s Report – Michele

- Review Financial statement - still missing some \$
- Coordination between MSI payment receivable to BECA if funds are withheld - Greg to follow up
- Look at bank accounts to get better earnings - **no better options**

10. TREASURER’s Report - Caitlin

- Transition to new Treasurer: Caitlin is up to speed, updated spreadsheet
- Swap Caitlin with Jeff for Adams bank. Per Michele: “if we provide them the minutes for the meeting where the change was made, they can review and confirm that everything is order, then produce a new signature card that each of us could go sign when we are available. We wouldn't have to go together.  
**Need Motion: Rick makes a motion “By March 1st, for Rick, Michele, Jeff, and Caitlin go to the Adams Bank to sign the required form to approve Caitlin and remove Jeff as the treasurer of the Board.” Melissa 2nd, vote: Passed.**

11. 811 Requests -Michele

1. Current tickets totals: \$10 (management Fee) + 811 costs

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total

2016											1	1	2
2017	0	6	10	4	5	4	6	7	2	6	5	2	57
2018	4	5	8	6	6	2	5	4	1	6	3	5	55
2019	7	4	3	5	0	3	12	11	6	4	2	2	59
2020	5	0	9	1	7	8	7	2	3	10	6	3	61
2021	2	2	3	3	5	6	10	8	3	3	4	7	56
2022	9	1	11	5	8	6	2	4	9	10	4	4	73
2023	5	9	12	5	8	4	4	3	4	5	2	3	64
2024	2	4	2	6	3	2	2	3	8	2	2	4	40
2025	2	4	7	1	3	8	3	3	10	2	6	2	51
2026	3												

1/2019-began Tier 2 membership (free for 2 years)

1/2025- began new billing assessment model; second billing tier (26-100 tickets): \$70 flat annual assessment amount

#### 12. Old Business:

##### 1) Foothills Estates HOA issue- 2 non-payers.

- After the BECA 2026 Notification of Assessments letter was sent to all BECA members, Melissa then wrote and sent (Certified mail ) a letter to each of the 2 non-payers addressing the amount due, how to provide payment and when payment was due and if not received by 12/31/25 then BECA would be following up with legal action. 1 homeowner paid their amount prior to the deadline. The attorney was instructed to write a letter to the 2nd homeowner. That homeowner was sent the attorney's letter, however they paid only their outstanding amount and not the fee and attorney's fees. Melissa requested the attorney to follow up to collect. **Questions: Is this process working? What is the current deficiency status? TBD. Who is contact at MSI to determine current deficiency status? Greg to follow up. All correspondence to the 2 non-payers should be through the lawyer.**

#### 13. Capital Projects:

- 1) 2026: reviewed 2025 data and **need 6 MH to add to the lining list - which ones? C-7, C-4, 2G-2, 2G-3, 2G-4, 2G-6**  
-quotes from Dan with SpectraShield & Kip with Advanced Lining Services

- 2) MH C-11 needs to be raised

#### 14. New business:

- 1) Need to annually send a "BECA 202X Notification of Assessments" letter to all of the BECA members after the budget is ratified during the annual meeting. Melissa wrote up this letter and Michele sent this out on 12/14/25.
- 2) Josh from BEHOA Board - requests that minutes be posted on the website. **Who can do this? Caitlin can find out from Jeff.**

Next meeting is 4/9 @ 6:30 PM  
Adjourn @ 806 pm