



## TOWN BOARD WORK SESSION

May 3, 2021 - 5:30 PM

Wastewater Treatment Plant, 30502 Hwy 257, Windsor, CO 80550

***GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.***

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board

### AGENDA

1. Wastewater Treatment Plant Site Visit & Bio Solid Project Update - E. Lucas, Public Services Director
2. Future Meetings Agenda

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.



## MEMORANDUM

**Date:** May 3, 2021  
**To:** Mayor and Town Board  
**Via:** Shane Hale, Town Manager  
**From:** Eric Lucas, Director of Public Services  
**Re:** Wastewater Treatment Plant Site Visit & Bio Solid Project Update  
**Item #:** 1.

### **Background / Discussion:**

Town buses will arrive at Town Hall at 5pm and plan to leave for the WWTP at 5:15pm. Upon arrival staff will cover two topics, the currently underway Biosolids Project and the Proposed Future Expansion of the Wastewater Treatment Plant. Below is a brief update on the status of both topics:

### **Biosolids Project:**

Because of rapidly expanding growth which has created increasing flows and loads at the Windsor WWTP, we are reaching the capacity of the existing aerated sludge lagoon (ASL). To address the issues with solids handling and provide a more sustainable and long-term solution, the Town hired Jacobs Engineers to perform a series of evaluations to guide the Town through alternatives and to ultimately decide what improvements should be implemented.

Jacobs evaluated six alternatives to improve the solids handling system at the WWTF to alleviate the existing challenges. The analysis compared preliminary sizing, advantages, disadvantages, capital costs, operating costs, and non-monetary factors for each alternative. Through the analysis and discussion with the Town it was determined the current ASL would be decommissioned and replaced with three aerobic digesters and a dewatering facility.

Additionally, as part of the biosolids handling project, the influent drum screens will be pulled, rehabilitated by the screening manufacturer, and reinstalled as part of this project. This work will increase the screens operational capacity back to normal and will relieve the current capacity constraints they currently pose on the WWTF.

The design process for the biosolids handling improvements is at approximately 60% and is on schedule for early construction to begin in June, 2021. The Town is using the Construction Manager at Risk project delivery method for this project and we will be asking for a guaranteed maximum price when the design reaches 90% which is expected to be September 9, 2021. The project is scheduled to be completed by December 31, 2022, with an estimated cost for the project of \$16 million dollars.

### **Plant Expansion:**

On Monday, April 19th, the Board heard from our consultants from Jacobs Engineering and Stifel Public Financing regarding the pending need to expand our Wastewater Treatment Plant in the coming years due to two key factors. The first factor being growth that is creating increased wastewater flow which will in just a few short years reach 80% of our plant capacity. This triggers state mandated planning and subsequent construction to increase capacity. The second factor is Regulation 31, which is a state regulation that effectively means that communities across Colorado must significantly improve the water quality of the return flows from their plant into the river.

The consultant discussed with the Board three options for consideration along with the probable costs. During the tour, staff will show the Board the plant areas that must be upgraded or added in order to solve our capacity issues and comply with regulation 31, as well as further explain the options previously presented.

### **Relationship to Strategic Plan:**

These projects directly relate to the focus areas of sustainable infrastructure and strategic growth.

**Recommendation:**

No action is requested at this time. The meeting and visit are for information purposes only.

**CC:**

Paul Schwindler, Deputy Director of Public Works

Dennis Markham, WWTP Superintendent



## MEMORANDUM

**Date:** May 3, 2021  
**To:** Mayor and Town Board  
**Via:** Shane Hale, Town Manager  
**From:** Karen Frawley, Town Clerk  
**Re:** Future Meeting Agenda  
**Item #:** 2.

### ATTACHMENTS:

- ▢ Future Meetings Agenda



## FUTURE TOWN BOARD MEETINGS

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|                            |                                                                                                                                                    |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| May 10, 2021<br>5:30 p.m.  | Town Board Work Session<br>Board-Manager-Attorney Monthly Meeting<br>Public Art Commission<br>NISP IGA Eastman Park                                |
| May 10, 2021<br>7:00 p.m.  | Town Board Regular Meeting                                                                                                                         |
| May 17, 2021<br>4:45 p.m.  | Town Board Work Session<br>Tree/Town Board Poster Contest Winners Recognition<br>Urban3 Analysis Preview Presentation<br>Comprehensive Plan Review |
| May 24, 2021<br>5:30 p.m.  | Town Board Work Session<br>7 <sup>th</sup> Street Multimodal and Walnut Street Bikeway Check in<br>Terry Ranch Greeley Update                      |
| May 24, 2021<br>7:00 p.m.  | Town Board Regular Meeting                                                                                                                         |
| May 31, 2021               | Cancelled – Memorial Day Holiday                                                                                                                   |
| June 7, 2021<br>6:00 p.m.  | Town Board Work Session<br>Katy Press – Retail Review: Development Opportunity Matches<br>Park Fee Study                                           |
| June 14, 2021<br>6:00 p.m. | Town Board Work Session<br>Presentation of COGCC Rulemaking Changes                                                                                |
| June 14, 2021<br>7:00 p.m. | Town Board Regular Meeting                                                                                                                         |
| June 21, 2021<br>6:00 p.m. | Town Board Work Session<br>Larimer County Ranch Master Plan Update                                                                                 |
| June 28, 2021<br>6:00 p.m. | Town Board Work Session<br>Downtown Parking Study Update                                                                                           |
| June 28, 2021<br>7:00 p.m. | Town Board Regular Meeting                                                                                                                         |
| July 5, 2021               | Cancelled – Independence Day Holiday                                                                                                               |
| July 12, 2021<br>5:30 p.m. | Town Board Work Session<br>Board-Manager-Attorney Monthly Meeting<br>Feral Cat Ordinance                                                           |

Water Attorney Update

July 12, 2021  
7:00 p.m.

Town Board Meeting

July 19, 2021  
6:00 p.m.

Town Board Work Session

July 26, 2021  
6:00 p.m.

Town Board Work Session  
Body Cam Recommendations

July 26, 2021

Town Board Meeting

**Future Work Session Topics**

- Joint Meeting with Town of Windsor, Town of Severance, Fire District and School District – Tentative for Spring of 2021
- Telecom Code (Pending FCC Rules)
- Regional Water Treatment Plant Site
- Proportional services and amenities for planned population
- Economic development/retail needs based on population levels (following retail assessment)
- Sidewalk Food/Beverage Permit
- Comprehensive Fee Update (October)