



TOWN BOARD WORK SESSION

August 5, 2019 - 6:00 PM

Town Board Chambers, 301 Walnut Street, 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. Meet The Board - New Employees
2. Request to Hire One Patrol Officer
3. Senate Bill 19-181 Discussion
4. 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: August 5, 2019
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Brad Sorenson
Re: Meet The Board - New Employees
Item #: 1.

Background / Discussion:

Last Name	First Name	Title	DOH	Supervisor
McFadden	Gwen	IT Intern	6/26/2019	Corinne Millington
Zimmer	Terry	Guest Service Coordinator	7/15/2019	Eric Lucas
Haworth	Elisa	Facility Specialist	7/17/2019	Eric Lucas
McDade	Leroy	Facility Specialist	6/24/2019	Eric Lucas



MEMORANDUM

Date: August 5, 2019
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Shane Hale, Town Manager
Re: Personnel Request
Item #: 2.

Background / Discussion:

The Town had a relatively new CSO resign last month and has not replaced the position yet. Concurrently, we have also have three officers out for different reasons (please review the attached memorandum from Chief Klimek). Chief has requested the ability to hire a Patrol Officer instead of hiring the CSO; since this is a new position, Staff is bringing it to the Board for your discussion and consideration. I also want to note that Staff intends to bring at least one new Patrol Officer hire to the Board for your consideration during the personnel discussion, so if the Board is comfortable moving forward with this hire now, understand that it will be reflected in the 2020 request and the overall impacts to that budget

Financial Impact:

Chief has done a good job with the financial impacts; with the CSO turnover as well as other turnovers and later hires this year, we have a vacancy savings in the range of \$78,000. The salary impact for this decision in 2019 will be approximately \$4,200, although after equipment is considered, it's basically a financial wash to go in this direction. Below is the bigger picture impact of the decision:

	Salary	Benefits	One-time	Total Commitment
Patrol Officer	\$ 63,000	\$ 33,077	\$ 88,106	\$ 184,183

Relationship to Strategic Plan:

Quality of Life
Safe Community

Recommendation:

Given our shortage, and the intent to create at least one new patrol position in 2020, staff believes that authorizing this hire is in the best interests of the community and the PD.

ATTACHMENTS:

- Memo from Chief Klimek



MEMORANDUM

Date: July 24, 2019
To: Mr. Hale, Town Manager
From: Chief Klimek, Chief of Police
Re: Title change of Lieutenants

Background / Discussion

Police Departments have traditionally followed a para-military structure in many ways. One of those ways is how we identify members of the department. The vast majority of agencies use titles like patrol officer, Corporal, Sergeant, Detective, Investigator, Lieutenant, Major, Captain, Commander, Deputy Chief, and Chief.

The designation defines the responsibility that accompany the title. Windsor has traditionally had a very limited structure for various reasons. We now have Officer, Sergeant, Lieutenant and Chief. This means that in many cases duties are being handled at levels that are combined within our command structure. The current command structure does not truly reflect the responsibilities that are tasked to Lieutenants.

Financial Impact

There would be the cost of replacing some identification equipment and business cards. The cost would be about \$500.00.

Relationship to Strategic Plan

Providing professional police services and maintaining public safety.

Recommendation

I recommend changing the title of Lieutenants within the Windsor Police Department to Commanders to align with current responsibilities.



MEMORANDUM

Date: August 5, 2019

To: Mayor and Town Board

Via: Shane Hale, Town Manager

From: Shane Hale, Town Manager; Ian D. McCargar, Town Attorney; and Scott Ballstadt, Director of Planning

Re: Senate Bill 19-181 Discussion

Item #: 3.

ATTACHMENTS:

- ▢ Town Board memo - SB 19-181 Discussion
- ▢ Map of known future oil & gas activity
- ▢ Email from CDPHE



MEMORANDUM

Date: August 5, 2019
To: Mayor and Town Board
From: Shane Hale, Town Manager
Ian D. McCargar, Town Attorney
Scott Ballstadt, Director of Planning
Re: Senate Bill 19-181 Discussion

Background / Discussion

At the June 3, 2019 work session, the Town Board discussed SB 19-181 and aspects of oil and gas activities on which the board may want to have further discussion. The following topics raised at that work session and the additional information that follows is provided simply to inform the Town Board conversation and is not intended as staff recommendations.

Likewise, staff has invited representatives from the Colorado Oil and Gas Conservation Commission (COGCC), Colorado Department of Public Health and Environment (CDPHE) and the two operators most active in Windsor (Great Western Oil & Gas and Extraction Oil & Gas), so that they may be able to answer technical questions that may come up. With the exception of a COGCC update regarding the status of the current rulemaking process and timeline, none of these guests have been asked to make any formal presentations. They have been invited to provide their expertise if requested by the Town Board.

COGCC Rulemaking Process

Representatives from COGCC will be available to update Town Board regarding the current rulemaking process and timeline.

Air Quality Monitoring/Evaluation

Much of the discussion at the June 3rd work session focused on air quality monitoring and evaluation. Based on that conversation, staff reached out to CDPHE and they may be able to provide additional insight into air quality data collection and analysis activities on which they are working with other jurisdictions.

The CDPHE Air Quality monitoring web page includes current hour air quality information at: https://www.colorado.gov/airquality/air_quality.aspx The site also includes a real-time map of Air Quality Index monitoring sites (including Fort Collins and Greeley) at: https://www.colorado.gov/airquality/all_sites_map_aggs.aspx

In addition to the aforementioned CDPHE webpages, the following hyperlinks are provided simply to illustrate examples of air quality websites with varying levels of detail and data that other jurisdictions have developed:

- Garfield County Air Quality Management: <https://www.garfield-county.com/air-quality/>
- Broomfield Air Quality Monitoring and Testing Program: <https://www.broomfield.org/2881/Air-Quality-Monitoring-Program>
- Fort Collins: <https://www.fcgov.com/airquality/>
- Longmont Air Quality: <https://www.longmontcolorado.gov/community/sustainability/areas-of-focus/air-quality>

Site Location

The topic of site location was discussed at the June 3rd work session and, depending which direction the Town takes, this could be a complicated topic, particularly if it involves relocating an oil and gas site from one owner's property to another. Staff is hoping to receive additional direction from Town Board regarding this topic.

Reclamation of Oil & Gas Sites

The current COGCC 1000 Series Reclamation Regulations generally address "...proper reclamation of the land and soil affected by oil and gas operations and ensure the protection of topsoil of said land during such operations. The surface of the land shall be restored as nearly as practicable to its condition at the commencement of drilling operations." This topic was also mentioned at the June 3rd work session and staff hopes to receive further Town Board direction.

Attachments

Map of known future oil & gas activity

cc: Carlin Malone, Chief Planner
 Marc Morton, Local Government Liaison, COGCC
 Sean Hackett, Energy Liaison, CDPHE
 Ben Huggins, EHS Manager, Great Western Oil & Gas
 Extraction Oil & Gas

Gomer 32-G Pad
18 wells proposed
Extraction Oil & Gas
CUG under review

Otis 32-K Pad
18 wells proposed
Extraction Oil & Gas
CUG under review

Raindance Pad
14 wells completed
59 total wells planned
8-16 wells over next 3-5 years
Great Western Oil & Gas
CUG approved

Broe FD Pad
42 total wells planned
8-16 wells over next 3-5 yrs
Great Western Oil & Gas
CUG not yet submitted



Municipal Boundary

Windsor Corporate Limits - 25.6 sqmi

0 0.25 0.5 1 Miles
1:72,000

Sources: Esri, USGS, NOAA

This map was created for illustrative purposes only. Any representations from the misuse or misrepresentation of this map or its contents, whether intentional or not, are the sole responsibility of the user.

Updated: 7/5/2019
Updated by: mmenand
Created: 10/28/2009
Created by: stonemich
File: Map of Windsor Boundary(8.5x11-P)

Krystal Eucker

From: Scott Ballstadt
Sent: Thursday, August 1, 2019 10:55 AM
To: Krystal Eucker
Subject: FW: Air Monitoring Resources for 8/5 Study Session

Krystal – The below email came in after I completed my work session packet materials. If it is not too late, I would like to add this information to the SB 19-181 materials as background from CDPHE. Thanks, Scott

Scott Ballstadt, AICP

Director

Town of Windsor | Planning

Dir: 970-674-2411

----- Forwarded message -----

From: Hackett - CDPHE, Sean <sean.hackett@state.co.us>
Date: Wed, Jul 31, 2019 at 11:41 AM
Subject: Air Monitoring Resources for 8/5 Study Session
To: Scott Ballstadt <sballstadt@windsorgov.com>
Cc: Mike Leonard - DNR <mike.leonard@state.co.us>, Marc Morton - DNR <marc.morton@state.co.us>

Hi Scott,

I'm providing the hyperlinks below and attached presentations for inclusion in the August 5th Windsor Town Board work session. Staff within CDPHE's Air Pollution Control Division is also working on a guidance document concerning small air sensor measurements and I will send that along as soon as I receive it. In the meantime, please let me know if you have any questions.

- 1.) Air Pollution Control Division Technical Services website- contains continuous data from all of the stationary air quality monitors throughout the state as well as ozone action day alerts (<https://www.colorado.gov/airquality/default.aspx>)
- 2.) CDPHE Colorado Air Monitoring Mobile Laboratory (CAMML) - The CAMML was developed in 2016 to conduct air monitoring in response to oil and gas related health concerns. It is a custom aluminum trailer towed behind a Ford F250 truck that is capable of hourly quantification of 55 VOCs; measurements of ozone, oxides of nitrogen, particulate matter, carbon dioxide and methane. (I've attached a recent presentation about the CAMML given to the National Center for Atmospheric Research, a brochure about the CAMML and a memo describing technical specifications, including electricity requirements).
- 3.) Mobile monitoring options other than the CAMML- Although the CAMML is a useful tool for quantifying emissions from oil and gas operations, it is not designed as a fast-response mobile system and there are mobile van options that allow for more rapid deployment and sampling while in motion. For example, the US EPA National Enforcement Investigations Center (NEIC) Geospatial Measurement of Air Pollutants (GMAP) van (<https://www.epa.gov/sites/production/files/2018-05/documents/factsheet-neic-fb-advmonitoring.pdf>), University of Wyoming's Atmospheric Science Mobile Van (<http://www.uwyo.edu/atsc/index.html>), Colorado State University's Mobile Plume Tracker (<http://collett.atmos.colostate.edu/OnGProjects.html>), National Oceanographic and

Atmospheric Administration Global Monitoring Division (GMD) van (<https://www.esrl.noaa.gov/gmd/>).

4.) Boulder County Air Quality Monitoring- Boulder County Public Health is collaborating with Detlev Helmig from the Institute of Arctic and Alpine Research (INSTAAR) at the University of Colorado in partnership with CDPHE to monitor concentrations of gases at the Boulder Reservoir. Monitoring tracks the presence of compounds such as ethane, propane, pentanes, and benzene and provides near real-time measurements of their concentrations.

(<https://www.bouldercounty.org/environment/air/oil-gas-development-air-quality/>) (I've attached a Daily Camera article and fact sheet about Boulder's monitoring efforts.)

5.) City and County of Broomfield Air Quality Monitoring Program- Air quality is a main focus of the Oil and Gas Chapter of Broomfield's Comprehensive Plan as well as the Extraction Operator Agreement. These documents address specific action steps and Best Management Practices (BMPs) related to oil and gas development, operations, and concerns expressed by the public related to potential negative air quality impacts. Contracting for air quality monitoring supports several of the stated policies and associated action steps, as well as inform long-term strategies that may be adopted by Broomfield to address concerns expressed by the public. Broomfield, along with Ajax Analytics, CSU, and CDPHE are executing the broad-scale air quality monitoring program to monitor Broomfield air quality and any potential impacts from oil and gas.

The purpose of the air quality monitoring and testing can be found on the following website: <https://www.broomfield.org/2881/Air-Quality-Monitoring-Program>.

6.) City of Longmont Regional Air Quality Study- I've attached a presentation about Longmont's proposed regional air quality study

<https://www.longmontcolorado.gov/community/sustainability/areas-of-focus/air-quality> Here is a presentation about Longmont's Air Quality Study

 **Regional Air Quality Study_4.4.19.pptx**

7.) Garfield County Air Quality Monitoring- In addition to 4 stationary monitoring stations, Garfield County has a mobile monitoring unit that is currently sampling near oil and gas development in Battlement Mesa. (<https://www.garfield-county.com/air-quality/>). Her is a presentation about Garfield County's monitoring program is attached:

8.) Whole air canister (or SUMMA canister) sampling instructions- Here is a guidance document about SUMMA canisters: <https://www.testamericainc.com/media/1614/testamerica-canister-sampling-instructions.pdf>

9.) CDPHE Oil and Gas Health Information and Response Program Odor Log - The following document contains information about odor complaints concerning the oil and gas industry: <https://drive.google.com/file/d/1CXQD13PBUsOM29brHImFLWRG9WL34snD/view>

10.) Aerial Surveys - Aerial surveys provide a mechanism to look for significant leaks from O&G facilities and operations, as well as from flowlines/pipelines. A large number of O&G operations can be surveyed over a short period of time, resulting in a large personnel cost savings as well as a higher potential for identifying and fixing leaks quicker. Here are presentations about Ball Aerospace's and Kairos Aerospace's aerial monitoring technologies.

 **Ball Aerospace Methane Lidar.pdf**

 **2019.6.12 Kairos_NM_findings_Jun_SHER.pdf**

11.) Small Air Sensor Resources- EPA's "How to Use Air Sensors: Air Sensor Guidebook" available <https://www.epa.gov/air-sensor-toolbox/how-use-air-sensors-air-sensor-guidebook>; See also EPA's "Air Monitoring Methods - Criteria Pollutants" available here: <https://www.epa.gov/amtic/air-monitoring-methods-criteria-pollutants>; See also South Coast Air Quality Management District's Air Quality Sensor Performance Evaluation Center resources website available here: <http://www.aqmd.gov/aq-spec/resources>

Sincerely,

Sean Hackett
Energy Liaison



COLORADO
Department of Public
Health & Environment

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MEMORANDUM

Date: August 5, 2019
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From:
Re:
Item #: 4.

ATTACHMENTS:

- ▢ Future Meetings Agenda



FUTURE TOWN BOARD MEETINGS

August 12, 2019 5:00 p.m.	Board/Manager/Attorney Monthly Meeting Parks, Recreation and Culture Strategic Plan Update
August 12, 2019 7:00 p.m.	Town Board Regular Meeting
August 19, 2019 6:00 p.m.	Town Board Work Session Follow Up to Regional Transportation Task Force Meeting – Larimer County
August 26, 2019 6:00 p.m.	Town Board Work Session Update on the HWY 392, HWY 257 Feasibility Study--CDOT
August 26, 2019 7:00 p.m.	Town Board Regular Meeting
September 2, 2019	Town Board Work Session – Cancelled due to Labor Day
September 9, 2019 5:30 p.m.	Board/Manager/Attorney Monthly Meeting
September 9, 2019 7:00 p.m.	Town Board Regular Meeting Kern Board
September 16, 2019 6:00 p.m.	Town Board Work Session
September 23, 2019 6:00 p.m.	Town Board Work Session
September 23, 2019 7:00 p.m.	Town Board Regular Meeting
September 30, 2019	Fifth Monday – No Meeting
October 7, 2019 6:00 p.m.	Town Board Work Session
October 14, 2019 5:30 p.m.	Town Board Work Session
October 14, 2019 7:00 p.m.	Town Board Regular Meeting

Additional Events

August 6, 2019	National Night Out
Aug 31-Sep 2, 2019	Windsor Harvest Festival, Windsor, CO
September 25, 2019	Joint Board Meeting, Severance, CO – attending: Melendez, Sislowski, Jones, Rennemeyer, Baker, Wilson

Future Work Session Topics

- Investment Strategy Discussion
- Land Use Code Update meeting with Planning Commission (next code section in series) – Planning
- Economic development/retail needs at 60,000 population