



TOWN BOARD WORK SESSION

August 8, 2022 - 5:00 PM

1st Floor Conference Room, 301 Walnut Street, Windsor, CO 80550

To view Town Board meeting broadcasts, visit
www.windsorgov.com/MeetingsOnDemand.

AGENDA

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

WORK SESSION AGENDA ITEMS

1. Wastewater Treatment Plant Tour (5:00 p.m. - 6:00 p.m.)
2. Wastewater Treatment Facility Project Update - B. Rowe, Acting Deputy Director of Public Works (6:00 p.m.)
3. Town of Severance IGA Discussion - E. Lucas, Public Services Director
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 8, 2022
To: Mayor and Town Board
From:
Re: Wastewater Treatment Plant Tour (5:00 p.m. - 6:00 p.m.)
Item #: 1.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: August 8, 2022
To: Mayor and Town Board
From: Brian Rowe, Public Works Superintendent
Re: Wastewater Treatment Facility Project Update - B. Rowe, Acting Deputy Director of Public Works (6:00 p.m.)
Item #: 2.

Background / Discussion:

Staff met on July 13th to discuss the Wastewater Treatment Facility (WWTF) projects in order to determine the timing that enables us to meet the regulatory demands driving our need for capacity expansion as well as determine the financial impacts and when they are expected to occur in our capital plan.

As a reminder, the Town is required to be in the planning and design phase when we reach 80% plant capacity, which we reached in June 2022, and under construction no later than 95% capacity. With that said, Dennis Markham and Karl Gannon worked together to develop the five-year capital plan (attached).

After discussion, we have determined that our recommended path forward is to begin the design on the Headworks Improvements project this year, with completion of the design in June 2023. Following the Headworks design completion, we would start the design of the new WWTF in 2024, with construction beginning in 2025.

The plan allows for adequate reserve balance and meets the regulatory level of planning and design we now face. Our plan anticipates additional bond revenue in 2025. Starting the headworks design this year will allow us an option to move the headworks construction timeline up if financial conditions allow and the WWTF capacity is consistently above 80% of organic loading.

Financial Impact:

See attached five-year capital improvement plan for the WWTF.

Relationship to Strategic Plan:

Vital Infrastructure – Maintain Public Infrastructure.

Recommendation:

Staff recommends that the Town Board approve the staff's request to proceed with Headworks Improvement Project Design.

CC:

Shane Hale, Town Manager
Eric Lucas, Public Services Director
Dennis Markham, WWTF Superintendent

Attachments:

1. 2023 Capital - WWTF

Project Name	Biosolids Handling Improvements				Start	2020	
Department/Division	Wastewater Treatment Facility				Completion	2023	
Project Manager	Dennis Markham				Priority	Priority I -MUST DO	
Account Number	07-481-8457-000				Focus Area	Sustainable Infrastructure	
Project Description and Location:							
Biosolids Handling Improvements							
Project Justification:							
Upgrade infrastructure to support future growth and development. Replace current biosolids handling process which is no longer sustainable.							
Project - Capital Costs	2023	2024	2025	2026	2027	LT Project	Total
Property Acquisition							-
Planning /Design/Engineering	750,000						750,000
Construction	6,000,000						6,000,000
Contingency							-
Other:							-
Total:	\$ 6,750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,750,000
Funding Sources							
Plant Investment Fees	6,750,000	-	-	-	-	-	6,750,000
							-
Total	6,750,000	-	-	-	-	-	6,750,000
Project - Operating Impact							

Sustainable Infrastructure Priority I -MUST DO
Vibrant and Healthy Economy Priority II -SHOULD DO
Strategic Growth Priority III -COULD DO
Priority IV - Other Year

Project Name Biosolids Handling Improvements
Department/Division Wastewater Treatment Facility
Project Manager Dennis Markham
Account Number 07-481-8457-000
Start 2020
Completion 2023
Priority Priority I -MUST DO
Focus Area Sustainable Infrastructure
Project Description and Location: Biosolids Handling Improvements
2023 \$ 6,750,000
2024 \$ -
2025 \$ -
2026 \$ -
2027 \$ -
LT Project \$ -

Project Name	New Water, Gas and Fiber Utilities to WWTF				Start	2022	
Department/Division	Wastewater Treatment Facility				Completion	2023	
Project Manager	Dennis Markham				Priority	Priority I -MUST DO	
Account Number	07-481-8457-000				Focus Area	Sustainable Infrastructure	
Project Description and Location:							
Run new water, gas and fiber utilities from highway 257 to WWTF. Will also oversize water line to the future Crossroads Blvd. alignment.							
Project Justification:							
Upgrade infrastructure to support future growth and development and to provide sustainable utilities to the WWTF.							
Project - Capital Costs	2023	2024	2025	2026	2027	LT Project	Total
Property Acquisition							-
Planning /Design/Engineering	50,000						50,000
Construction	550,000						550,000
Contingency							-
Other:							-
Total:	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000
Funding Sources							
User Fees	600,000	-	-	-	-	-	600,000
							-
Total	600,000	-	-	-	-	-	600,000
Project - Operating Impact							

Sustainable Infrastructure Priority I -MUST DO
 Vibrant and Healthy Economy Priority II -SHOULD DO
 Strategic Growth Priority III -COULD DO
 Priority IV - Other Year

Project Name New Water, Gas and Fiber Utilities to WWTF
 Department/Division Wastewater Treatment Facility
 Project Manager Dennis Markham
 Account Number 07-481-8457-000
 Start 2022
 Completion 2023
 Priority Priority I -MUST DO
 Focus Area Sustainable Infrastructure
 Project Description and Location: Run new water, gas and fiber utilities from highway 257 to WWTF. Will also oversize water line to the future Crossroads Blvd. alignment.
 2023 \$ 600,000
 2024 \$ -
 2025 \$ -
 2026 \$ -
 2027 \$ -
 LT Project \$ -

Project Name	New Wastewater Treatment Facility				Start	2023	
Department/Division	Wastewater Treatment Facility				Completion	2025	
Project Manager	Dennis Markham				Priority	Priority I -MUST DO	
Account Number	07-481-8457-000				Focus Area	Sustainable Infrastructure	
Project Description and Location:							
Design and construct new wastewater treatment facility.							
Project Justification:							
Upgrade infrastructure to support future growth and development. Required to begin design of new facility when current facility capacity reaches 80%. (2.24 MGD)							
Project - Capital Costs	2023	2024	2025	2026	2027	LT Project	Total
Property Acquisition							-
Planning /Design/Engineering	500,000	6,000,000	1,000,000	500,000			8,000,000
Construction			17,000,000	17,000,000	7,500,000		41,500,000
Contingency							-
Other:							-
Total:	\$ 500,000	\$ 6,000,000	\$ 18,000,000	\$ 17,500,000	\$ 7,500,000	\$ -	\$ 49,500,000
Funding Sources							
Sewer Fund	500,000	6,000,000	18,000,000	17,500,000	7,500,000	-	49,500,000
							-
Total	500,000	6,000,000	18,000,000	17,500,000	7,500,000	-	49,500,000
Project - Operating Impact							

Sustainable Infrastructure Priority I -MUST DO
Vibrant and Healthy Economy Priority II -SHOULD DO
Strategic Growth Priority III -COULD DO
Priority IV - Other Year

Project Name New Wastewater Treatment Facility
Department/Division Wastewater Treatment Facility
Project Manager Dennis Markham
Account Number 07-481-8457-000
Start 2023
Completion 2025
Priority Priority I -MUST DO
Focus Area Sustainable Infrastructure
Project Description and Location: Design and construct new wastewater treatment facility.
2023 \$ 500,000
2024 \$ 6,000,000
2025 \$ 18,000,000
2026 \$ 17,500,000
2027 \$ 7,500,000
LT Project \$ -



MEMORANDUM

Date: August 8, 2022
To: Mayor and Town Board
From: Eric Lucas, Public Services Director
Re: Town of Severance IGA Discussion - E. Lucas, Public Services Director
Item #: 3.

Background / Discussion:

Windsor and Severance have had an IGA for sewer treatment since December 11, 2000. That original agreement contemplated that Windsor has a WWTP "with capacity for expansion". Further, it acknowledges that Severance will require additional sewer service. It continues that "...sound planning dictates...Severance join with Windsor in the expansion of Windsor's ". Parties commit to forthwith negotiate for expansion of the Windsor WWTP "...to transform the facility to a regional facility...serve the present and future needs of Severance".

Staff has been approached by Severance officials who would like to increase their contracted capacity with the Town (currently 1M GPD--would like to double to 2M GPD). For tonight, Staff just wants to ascertain whether the Town Board is willing to entertain this discussion, which would allow Staff to start the process of renegotiating the agreement. The current agreement expires April, 2038.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: August 8, 2022
To: Mayor and Town Board
From:
Re: Future Meetings Agenda
Item #: 4.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. 2022 Future Meetings Agenda



FUTURE TOWN BOARD MEETINGS

August 15, 2022 5:30 p.m.	Town Board Work Session Budget: Revenue Projections Open Space Tax Survey and Next Steps Harmony Ridge Park
August 22, 2022 5:30 p.m.	Town Board Work Session Land Use Code Update Energy Plan Update
August 22, 2022 7:00 p.m.	Town Board Regular Meeting
August 29, 2022	Canceled – Fifth Monday
September 5, 2022	Canceled – Labor Day Holiday
September 12, 2022 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Preview of Police Facility Police Facility Funding Discussion
September 12, 2022 7:00 p.m.	Town Board Regular Meeting
September 19, 2022 5:30 p.m.	Town Board Work Session Introduction of the Poudre River Trail Executive Director
September 26, 2022 5:30 p.m.	Town Board Work Session Compensation Study Review
September 26, 2022 7:00 p.m.	Town Board Regular Meeting
October 3, 2022 5:30 p.m.	Town Board Work Session Budget – Capital Improvement Plan
October 10, 2022 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Budget – Utility Rates and Fees
October 10, 2022 7:00 p.m.	Town Board Regular Meeting
October 15, 2022 (Saturday)	Town Board Work Session Operating Budget

October 17, 2022 5:30 p.m.	Town Board Work Session
October 24, 2022 5:30 p.m.	Town Board Work Session Budget – Follow-up Questions
October 24, 2022 7:00 p.m.	Town Board Regular Meeting
October 31, 2022	Canceled – Fifth Monday

Future Work Session Topics

- DDA Entertainment District
- Telecom Code (Pending FCC Rules)
- Regional Water Treatment Plant Site Update
- Weld RE-4 School Land Dedication/Cash in lieu of Land Update
- Discuss Wells Used For Geologic Sequestration of Carbon Dioxide draft ordinance