



WATER AND SEWER BOARD REGULAR MEETING
February 12, 2020 – 6:30 a.m.
2nd Floor Conference Room - 301 Walnut Street
Windsor, CO 80550

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 2nd day prior to the meeting to make arrangements.

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
3. Public Invited to be Heard

B. CONSENT CALENDAR

C. BOARD ACTION

1. Approval of Minutes

D. PRESENTATIONS AND DISCUSSION

1. Water Supply – Snowpack Update
2. Northern Integrated Supply Project (NISP) Update – CDPHE 401 Certification
3. Regional Water Education – *Ken Bennett*
4. Back to the River, Why it Matters: Innovation Fair Discussion – February 22, 2020, *Janene Willey*
5. Landscape Boot Camps – April 4, 11, 18 at the Community Rec Center

E. COMMUNICATIONS

1. Activity of the Windsor Citizen Outreach & Education Committee – *Janene Willey*
2. Dates of upcoming events:
 - a. Poudre River Forum, Feb 28, 2020, 8:00 am – 4:30 pm, Embassy Suites, Loveland

F. ADJOURN



WATER AND SEWER BOARD REGULAR MEETING
January 8, 2020 – 6:30 a.m.
2nd Floor Conference Room – 301 Walnut Street
Windsor, CO 80550

MINUTES

A. CALL TO ORDER

Board Chairperson Bielawski called the meeting to order at 6:30 a.m.

1. <u>Roll Call</u>	Chairperson	Greg Bielawski
	Vice-Chairperson	Carlos Medina
	Secretary	Julie Cline
	Youth Advisory Board Member	Hunter Rivera
		Darell Zimbelman
		Milt Tokunaga (absent)
		Milton Geiger
		Janene Willey
	Town Board Liaison	Ken Bennett

Also present:

Community Development	John Thornhill
Director	Janine Hegeman
Storm Water Coordinator	Dennis Markham
WWTP Supervisor	Mike Lucero
Customer Service Manager	Erin Porter
Utility Billing Admin Specialist	Casey Young
JUB Engineer Representative	

2. Review of Agenda by the Board and Addition of items of New Business to the Agenda for Consideration by the Board

Town Board Liaison Bennett provided information about a series of educational programs that he and Town Board Member David Sislowski are putting together at the library about water. There is a potential for 2 sessions, the first would be 30 minutes about the history of water in Northern Colorado from the beginning of settlement to the CBT project, and a presentation from Mr. Thornhill about how Windsor gets its water, with another 30 minutes for a question and answer period. The second session would deal more specifically with the pipeline and the NISP project.

3. Public Invited to be Heard
There was no public comment.

B. CONSENT CALENDAR

There were no items on the consent calendar.

C. BOARD ACTION

1. Minutes of November 13, 2019 Regular Meeting
Board Member Zimbelman moved to accept the minutes for the November 13, 2019 meeting;
Board Vice-Chairperson Medina seconded the motion. Motion carried unanimously.

2. Election of Officers

Board Member Zimbelman moved to keep current Board Officers in place for another year; Board Member Willey seconded the motion. Motion carried unanimously.

D. PRESENTATIONS AND DISCUSSION

1. Wastewater Utility Plan Presentation

Mr. Markham introduced Casey Young from JUB Engineers, the firm that had been working on the recently passed Wastewater Utility Plan Update. The original master plan for sewer utilities was approved in 2009, and it was decided that it was time to update it. The process was started late 2018 and wrapped up in 2019. This update gives the Town a better planning document plus its required for any site application that the Town may need to do in the future for any expansions or larger sewer interceptors. On January 1st, 2020, some of the rules were changed for the utility plans which would be more onerous, so the Town wanted to have the new plan completed by then. The plan was approved on December 12, 2019, by the North Front Range Water Quality Association.

Mr. Young presented a brief overview of the updated plan. He first described the existing conditions, showing the current system and existing pipes and lift stations. He stated there was some upgrading in terms of biosolid management, but overall it is an effluent slush process. He listed the existing industrial discharges in town from Tolmar, Front Range Energy, Carestream, Vestas, Metal Container Corp., and Reliant Energy. He stated there is no existing IPT regulation within the Town for industrial discharge but that could be monitored in the future.

For future conditions, low, medium and high growth models were presented for population and expected sewer flows to get a good range, but the medium range was used to determine projections by 2040. They looked at current capacity and what would be needed based on the projections. The standard to determine expected flows is 90 gallons per capita per day, but Windsor is historically lower than industry standard at 58 gallons per capita per day.

Based on these projections, plant capacity is expected to be reached between early 2021 with the industry standard, but using the adjusted flow for Windsor, the expectation is capacity would be reached in 2025. Things that can explain the lower numbers for Windsor are more efficient fixtures, non-potable systems, newer pipes, and mitigation efforts.

The North Front Range Water Quality Planning Association required preliminary effluent limitations, but the report looked at all receiving stream water quality, which is more stringent than the requirement. By looking at this, the report outlined the concentration of metals and other things within the river, and projecting what the needs for the Wastewater Treatment Plant would need to be.

2. MS4 Update

Ms. Hegeman presented an update of the MS4 program. She stated that there is now a municipal code, Section 13 Article 5 in place, and that the Program Description Document (PDD) is continually being updated as required by the permit. The PDD is a document presentable to the CDPHE or EPA within 10 days of a request, and available to the public upon request

Three of the required five pollution prevention programs are underway, Public Education and Outreach, Illicit Discharge Detection and Elimination (IDDE), and Construction Sites. The two remaining, Post Construction and Municipal Operations will be complete by July 1, 2020.

For Public Education and Outreach, the PDD was completed in December 2018, and the program elements are reportable in the 2019 Annual Report to CDPHE. PDD section updates that are needed include a communications plan developed with Kim Overholt, which is scheduled for an update and review for 2020, and new opportunities continue to develop, such as HOA management training. This is estimated to cost \$600 annually.

For 2019, There were 2,354 people reached in the Facebook post on nutrients in stormwater on 8/1/19, 1,200 views for the Stormwater/nutrients/Cache La Poudre video released 10/25/19, 1,796 people reached with the Windsor Matters newsletter in September 2019 which highlighted the July Windsor Lake algae bloom and how to help prevent it, 846 views on the Stormwater webpage, and HOA management training for 9 managers.

For IDDE, the PDD was completed by July 2019, and the program elements are reportable in the 2019 Annual Report to CDPHE. Programs in progress include the completion of the WING map including the upload of new storm sewer data into GIS by the construction inspectors, the continued tracking and identification of priority areas with a request for emergency plans from local businesses, refresher training for Engineering, Parks, Public Works and the Water and Sewer Board. PDD section updates that are needed include a Regulatory Mechanism and Exemptions Municipal Code in place, with two emergency clean up companies on retainer, and procedures need to be worked out with the Police Department and the Fire Department. The estimated cost for this section is between \$1,000-\$20,000.

For 2019 there were 5 illicit discharges identified and eliminated.

For Construction Sites, the PDD was completed by July 2019, and the program elements are reportable in the 2019 Annual Report to CDPHE. Programs in progress include a site plan development agreement review, pre-construction meetings, site inspections with the phone app, contract negotiations with Safebuilt to assist with single lot inspections, the update of PDD sections, and development and delivery of Construction Sites training is needed. The estimated cost for this section is between \$1,500 and \$2,000. The receipts for 2019 for permit and reinspection fees totaled \$21,186.

For 2019, there were 40 single lot, COP and GESP applicable construction sites, one project was stabilized and completed, 139 reduced site inspections, 77 routine inspections, and 87 compliance inspections, totaling 303 total inspections. On October 1, 2019, the inspection frequency was changed from every other week to every 32-45 days with the blessing of the state. Ms. Hegeman attended 3 CDPHE inspections and held one construction sites training, delivered by the CSC.

For the Post-Construction Program, the PDD is scheduled to be completed by July 1, 2020, and the program elements are reportable in the 2021 Annual Report to CDPHE. Programs in progress include an update to Windsor's Drainage Criteria Manual to guide consultants designing water quality structures for projects in design for July and beyond with the expected release date in March, 2020, the planned completion of the PDD by March, 2020, training for engineers and consultants, and inspections of post-construction stormwater management structures per the MS4 permit requirements, scheduled to begin July 2020. The estimated cost for this section is between \$1,000 to \$30,000.

For the Municipal Operations Program, the PDD is scheduled to be completed by July 1, 2020, with the exception of Bulk Fuel Storage, which is scheduled to be completed by July 1, 2021. The program elements are reportable in the 2021 Annual Report to the CDPHE. Programs in progress include 21 standard operating procedures, completion of a cross-reference document with all facilities to create the Runoff Control Plans (RCPs) for each municipal facility, setting up an inspection template in the

inspection software, completing the RCPs with aerial photos to outline specific activity areas in the facilities, and developing training for employees who will implement the program. There currently is a new decant facility for street sweepers and vehicle wash area is being designed, and the bulk fuel storage tank is being proposed at the Public Works campus. The estimated cost for this section is \$15,000.

E. COMMUNICATIONS

1. Activity of the Windsor Citizen Outreach & Education Committee

Board Member Willey stated that there are 3 classes scheduled for the Homeowner's Bootcamp at the Community Recreation Center, presented by the CSU Extension Program in cooperation with the Water and Sewer Board. April 4 will be the Best Lawn on the Block, April 11 will be Tree Care and Selection, and April 18 will be Water-wise Landscaping. There will be no cost to homeowners and the Town will establish a registration process.

2. Dates of Upcoming Events

- a. New Cache La Poudre and Cache La Poudre Irrigation companies annual meeting is on January 8 at 9:00am
- b. North Poudre Irrigation Company Annual Meeting will be February 3, 2020 at 9:00am.
- c. Northern Water's Water Efficiency Program Stakeholder Meeting will be January 16, 2020 at 8:45am.
- d. Poudre River Forum will be February 28, 2020 from 8:30am-4:30pm at the Embassy Suites in Loveland.

G. ADJOURN

Board Member Zimbelman moved to adjourn the meeting at 7:43 am; Board Member Geiger seconded the motion. Motion carried unanimously.

Submitted by:

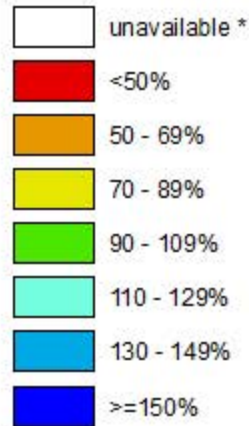


Erin Porter, Utility Billing Administrative Specialist

Colorado SNOTEL Current Snow Water Equivalent (SWE) % of Normal Laramie and North Platte

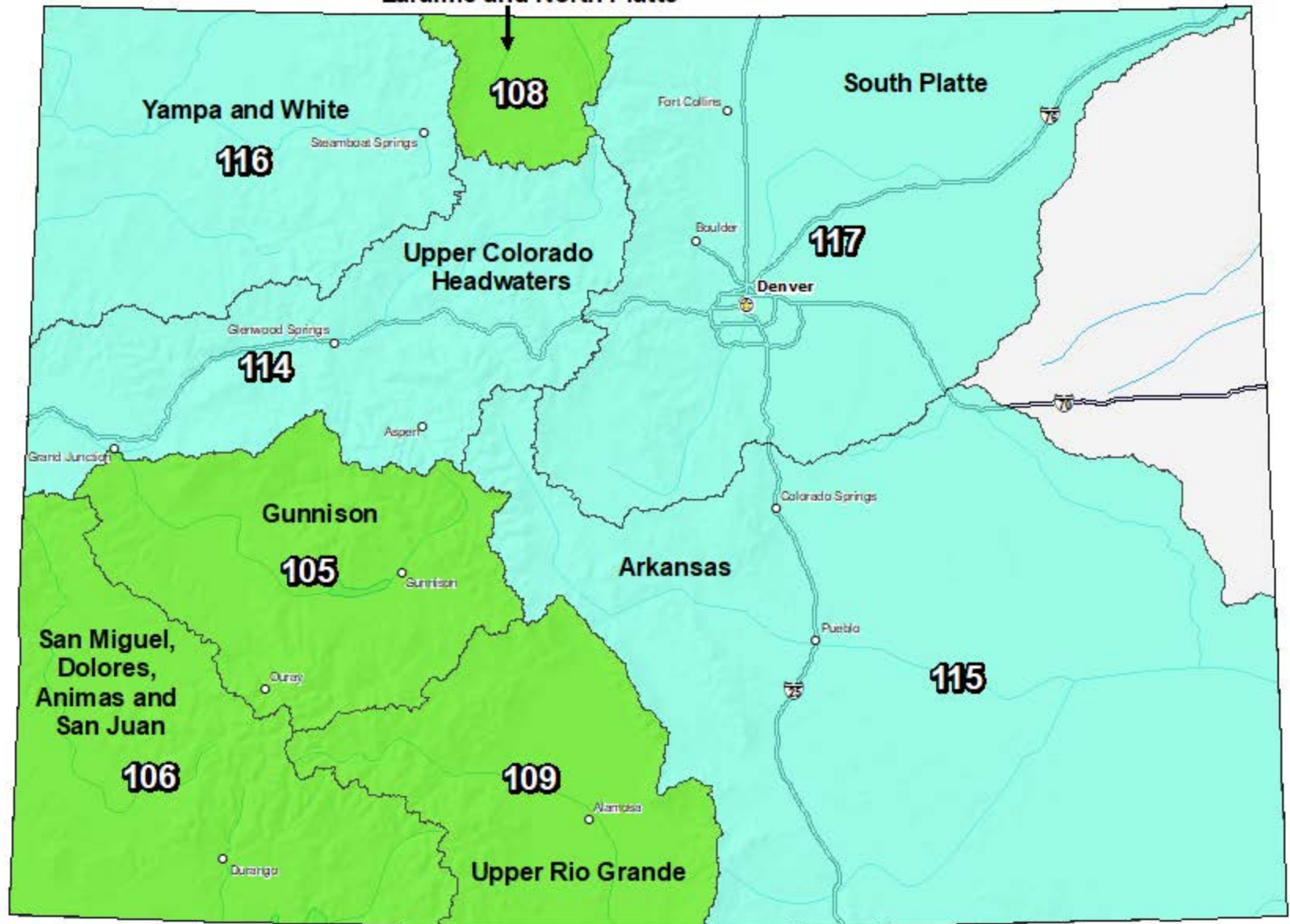
Feb 07, 2020

Current Snow Water
Equivalent (SWE)
Basin-wide Percent
of 1981-2010 Median



* Data unavailable at time
of posting or measurement
is not representative at this
time of year

*Provisional Data
Subject to Revision*



The snow water equivalent percent of normal represents the current snow water equivalent found at selected SNOTEL sites in or near the basin compared to the average value for those sites on this day. Data based on the first reading of the day (typically 00:00).

Prepared by:
USDA/NRCS National Water and Climate Center
Portland, Oregon
<http://www.wcc.nrcs.usda.gov>

South Platte River Basin Time Series Snowpack Summary

Based on Provisional SNOTEL data as of Jan 30, 2020

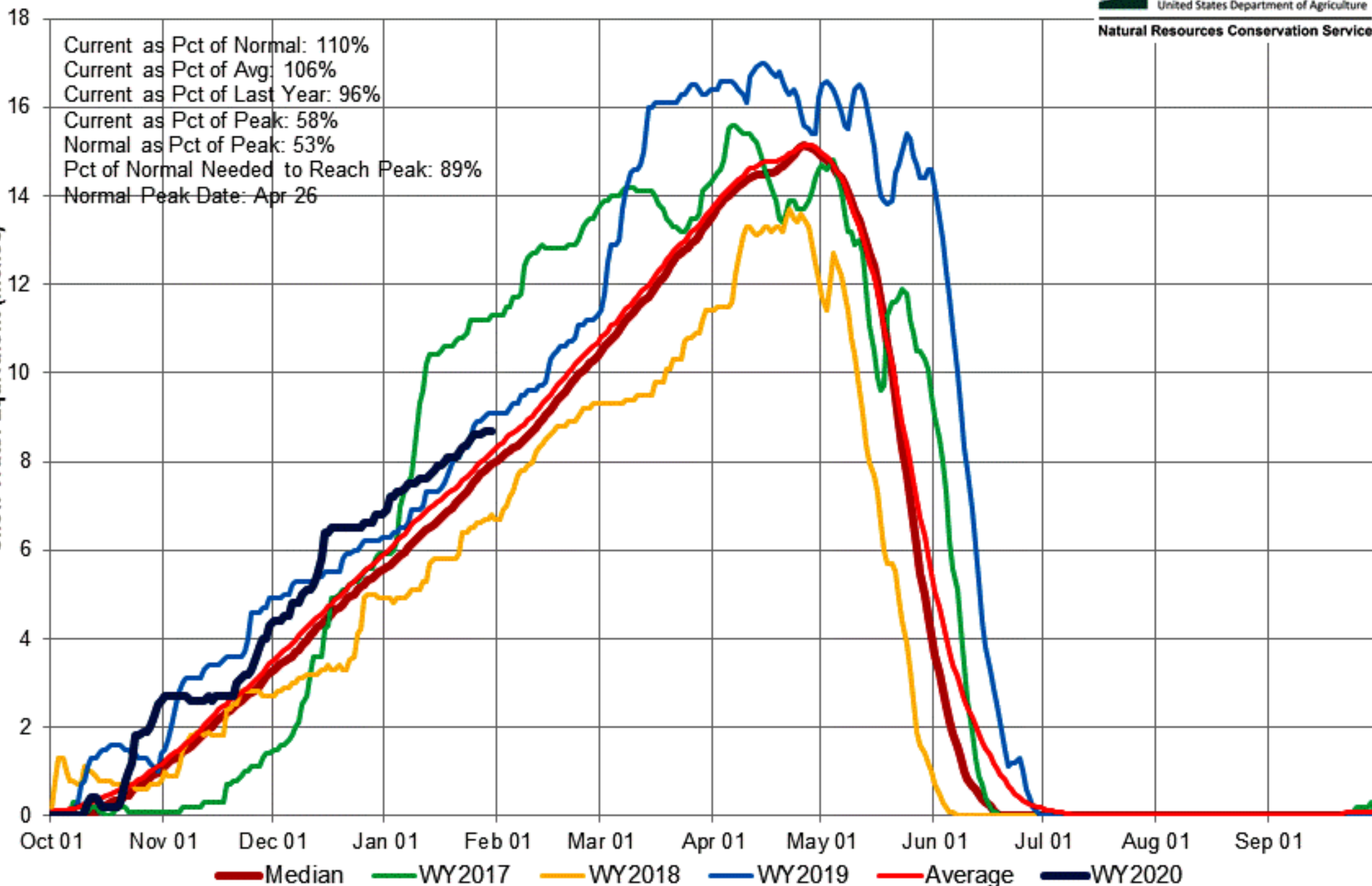


United States Department of Agriculture

Natural Resources Conservation Service

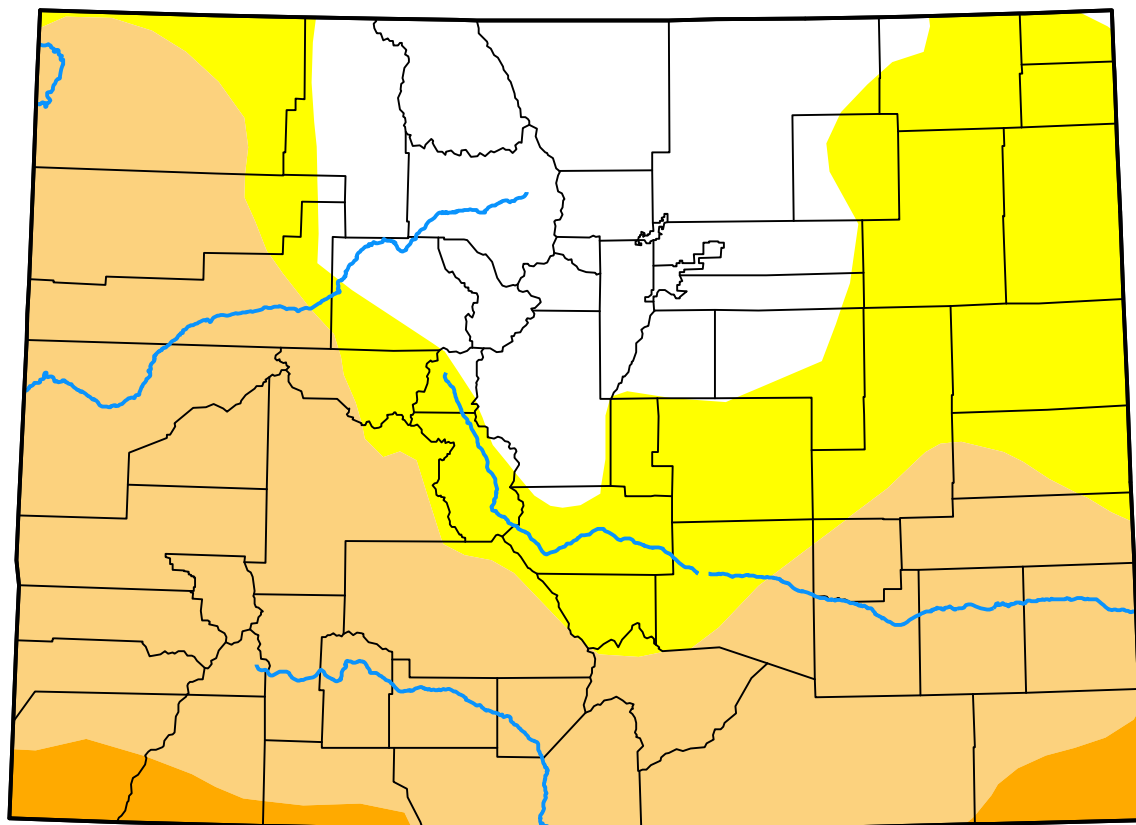
Current as Pct of Normal: 110%
Current as Pct of Avg: 106%
Current as Pct of Last Year: 96%
Current as Pct of Peak: 58%
Normal as Pct of Peak: 53%
Pct of Normal Needed to Reach Peak: 89%
Normal Peak Date: Apr 26

Snow Water Equivalent (inches)



U.S. Drought Monitor Colorado

February 4, 2020
(Released Thursday, Feb. 6, 2020)
Valid 7 a.m. EST



Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	22.39	77.61	51.12	3.30	0.00	0.00
Last Week <i>01-28-2020</i>	22.39	77.61	51.19	3.30	0.00	0.00
3 Months Ago <i>11-05-2019</i>	18.73	81.27	58.24	27.41	0.00	0.00
Start of Calendar Year <i>12-31-2019</i>	31.72	68.28	51.19	20.11	0.00	0.00
Start of Water Year <i>10-01-2019</i>	30.14	69.86	27.53	0.00	0.00	0.00
One Year Ago <i>02-05-2019</i>	8.14	91.86	67.16	40.83	22.05	2.96

Intensity:

None	D2 Severe Drought
D0 Abnormally Dry	D3 Extreme Drought
D1 Moderate Drought	D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

Author:

Richard Tinker
CPC/NOAA/NWS/NCEP



droughtmonitor.unl.edu



Date: Jan. 30, 2020

CONTACT: Jeff Stahla, Public Information Officer

970-622-2331/970-646-5815

jstahla@northernwater.org

State grants 401 Water Quality Certification to Northern Integrated Supply Project

BERTHOUD – The Water Quality Control Division of the Colorado Department of Public Health and Environment has issued a state water quality certification for the Northern Integrated Supply Project.

The Colorado 401 Water Quality Certification is required as part of the federal permitting process through Section 401 of the Clean Water Act, and its issuance serves as an important milestone for the project. State officials notified Northern Water leaders about the decision via a letter received this week.

"After a three-year process to evaluate water quality effects of the project on the Poudre River and the development of extensive mitigation measures, the Water Quality Control Division has concluded that no significant degradation is expected because of the project," said Northern Water Environmental Services Division Director Esther Vincent.

As part of the conditions for certification, the 15 participants in NISP will be required to monitor the Poudre River at points throughout Northern Colorado, and in some cases, to do so for decades. Among the items to be monitored will be water temperature, E. Coli, nutrients and other substances that occur naturally in the environment. Other mitigation measures will be required.

Over the course of meeting the state conditions, NISP participants will spend tens of millions of dollars.

The issuance of the 401 Water Quality Certification brings to a close the major permitting efforts with the State of Colorado. In 2017, the Colorado Parks and Wildlife Commission and the Colorado Water Conservation Board approved the Fish and Wildlife Mitigation and Enhancement Plan, which calls for \$60 million of improvements in Northern Colorado.

About the Northern Integrated Supply Project

The Northern Integrated Supply Project will supply 15 Northern Front Range water providers with 40,000 acre-feet of new, reliable water supplies.

BEGINNER YARD AND GARDEN BOOT CAMP

*SPONSORED BY THE
TOWN OF WINDSOR
WATER AND SEWER BOARD*

SATURDAY, APRIL 4TH

BEST LAWN ON THE BLOCK

*LEARN THE BASICS OF LAWN CARE IN COLORADO INCLUDING
WATERING, AERATION, FERTILIZATION AND OTHER TIPS TO
HELP YOU HAVE A THRIVING LAWN*

SATURDAY, APRIL 11TH

TREE CARE AND SELECTION

*LEARN ABOUT SELECTING THE RIGHT TREES FOR COLORADO,
TREE PLANTING, AND BASIC TREE CARE TO KEEP YOUR TREES
HEALTHY*

SATURDAY, APRIL 18TH

WATER-WISE LANDSCAPING

*LEARN HOW TO REDUCE THE AMOUNT OF WATER USED BY
YOUR LANDSCAPE WITH XERISCAPING TECHNIQUES AND
CHOOSING THE RIGHT WATER-WISE PLANTS FOR COLORADO*

All Classes are FREE!

Saturday Mornings
April 4th, 11th and 18th
9:00 to 11:00 am
at the

Windsor Community Recreation Center

REGISTRATION REQUIRED:

<https://www.surveymonkey.com/r/V3VQ8M7>



COLORADO STATE UNIVERSITY
EXTENSION

