



WATER AND SEWER BOARD REGULAR MEETING
June 12, 2019 – 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 the May 8th, 2019 Minutes

D. PRESENTATIONS AND DISCUSSION

1. **Action:** Roles & Responsibilities of the Windsor Water & Sewer Board
2. Water Bill Inserts: Procedures and discussion on potential topics
3. *An executive session pursuant to Colorado Revised Statutes § 24-6-402 (4) (b) to confer with the Town Attorney for the purposes of receiving legal advice on specific legal questions (water storage and water rights project); Ian D. McCargar, Town Attorney.*
4. *An executive session pursuant to Colorado Revised Statutes 24-6-402 (4) (e) (I) for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators with respect to water acquisition*

E. COMMUNICATIONS

1. Regional Water Issues Meeting with Greeley, June 12, 2019 2:30pm
2. Northern Water's Conservation Gardens Fair recap
3. Upcoming Northern Water Tours:
 - a. East Slope: June 27 and September 18
 - b. West Slope: August 15
4. Water Literate Leaders class applications due June 24.

F. ADJOURN



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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
		Darell Zimbelman (absent)
		Milt Tokunaga
		Milton Geiger
		Janene Willey
	Town Board Liaison	Ken Bennett

Also present:

Town Manager	Shane Hale
Director of Engineering	Dennis Wagner
Water Resources Manager	John Thornhill
Storm Water Coordinator	Janine Hegeman
Utility Billing Admin Specialist	Erin Porter

2. Review of Agenda by the Board and Addition of items of New Business to the Agenda for Consideration by the Board
There were no additional items added to the agenda.
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 April 10, 2019 Regular Meeting
Board Member Willey moved to accept the minutes for the April 10, 2019 Meeting; Board Secretary Cline seconded the motion. Motion carried unanimously.

D. PRESENTATIONS AND DISCUSSION

1. Municipal Separate Storm Sewer System (MS4) update

Storm Water Coordinator Janine Hegeman updated the Board on the status of the MS4 program. Ms. Hegeman stated that the Program Description Document (PDD) is in compliance with having the document available to the Colorado Department of Public Health and Environment (CDPHE) and the Environmental Protection Agency (EPA). She stated the document is updated as additional programs are initiated.

The Public Education and Outreach part of the program is complete, recently there was a presentation to the Cub Scouts about Storm Water.

The Illicit Discharge Program is on track for completion by July 1, 2019. Site plan review for compliance is underway and site inspections are on track to start in June and Safebuilt will assist with single lot inspections. The Town is currently waiting on the completion of the Program Document, which the draft is under final review with the Engineering and Planning Departments.

There has been one illicit discharge report filed to date at the 7-11 gas station on Crossroads where a customer accidentally had the nozzle fall out of the vehicle during fueling. There was no regulatory or financial impact to the MS4 for this incident.

The Post-Construction Program is the permanent water quality features that the Town requires for installation at construction sites. This is scheduled for completion by July 2020. The Town is still waiting on the creation of a program document.

The Municipal Operations Program is on track to be completed by July 2020 with the exception of Bulk Storage, which is scheduled for completion by July 2021. Items that have been completed include: 20 standard operating procedures (SOP), each with a 1-2 page document that outlines how to handle a product or conduct an activity in a manner that will prevent Stormwater Pollution have been completed, a crosswalk with all Town Facilities has been created with all of the SOPs in place to create the Runoff Control Plans (RCPs) for each facility, and an inspection template has been set up in the inspection software. Currently Ms. Hegeman is working with GIS to obtain aerial photographs of facilities for the RCPs.

2. Water Court Case Update

Water Resource Manager John Thornhill updated the board on current water court cases that the Town is involved in.

3. Cash In Lieu Update

The current cash-in-lieu established February 15, 2019 was \$49,300/acre foot (af) which was based on a Colorado Big Thompson (CBT) unit price of \$34,500/unit. Starting June 1st, cash-in-lieu will increase to \$35,900/CBT unit which equates to \$51,300/af. The Town currently limits cash-in-lieu to no more than 50% of the total raw water dedication requirements. The Board discussed the potential for only allowing cash-in-lieu and no longer accepting any raw water dedication in the future.

4. Water & Sewer Board Role discussion

Town Board Member/Mayor Pro Tem Ken Bennet started discussion with the board on the current role of the Water Sewer Board and what the Board Members envisioned the role of the Water Sewer Board as an Advisory Board is. The discussion included aspects of community education and outreach as well as the Board being a resource for the Town Board because of technical and institutional knowledge.

E. COMMUNICATIONS

1. Staff

a. Watson Lake Fish Ladder

This was a dedication for a mitigation project that NISP participants supported to create a fish passage from a diversion at the Watson Fish Hatchery. At the time of the dedication, about half of the tagged fish had used the ladder.

b. Water Rentals Update

The Town rented additional water from the previous meeting, totaling about 900 af to date.

c. Bellvue Water Treatment Plant Tour

Mr. Thornhill asked for feedback from the Board about the recent tour of the Bellvue Water Treatment Plant.

d. Cub Scouts Pack 199 Presentation

Mr. Thornhill provided information about the presentation that he, Board Member Willey, and Ms. Hageman made to Cub Scout Pack 199. He stated that it was interactive and a fun event.

2. Board

a. Summer Board Tour

Mr. Thornhill asked the Board for feedback on if a tour of local water supply and resources was something of interest.

G. ADJOURN

Board Member Tokunaga moved to adjourn the meeting at 8:28 am; Board Vice-Chairperson Medina seconded the motion. Motion carried unanimously.

Submitted by:



Erin Porter, Utility Billing Administrative Specialist

Draft of revised Roles & Responsibilities of the Windsor Water & Sewer Board as of June 4, 2019 to be placed on the Water & Sewer Board's web page on the Town's website:

As the Town of Windsor continues to manage growth, access to sustainable, high quality and reliable raw water supplies is vitally important. The role of the Windsor Water and Sewer Board is to review information presented by Town Staff and advise the Town Board from a Windsor resident's perspective on matters pertaining to master plans, future water supply needs, acquisition and cost of additional water rights, and the costs for operations and expansion of water works systems, such as sanitary sewage collection and treatment systems, storm drainage systems, and water treatment facilities.

The Water and Sewer Board also reviews budgets and the needs for and drivers behind proposed projects and rate increases, and shall advise the Town Board from the standpoint of acceptability to Windsor's residents. The Water & Sewer Board shall serve as an extension of and will be guided by Town Staff in the presentation of water education events to Windsor residents on Water Supply, Conservation, and the need and drivers for upcoming projects and rate increases.

SAVE MONEY, WIN PRIZES

PARTICIPATE IN THE MAYOR'S WATER CHALLENGE



The annual challenge, held April 1-30, is a non-profit national community service campaign that encourages residents to register and make a series of simple online pledges to conserve natural resources. Windsor residents compete in the 5,000-29,999 population category. Residents who live in cities with the highest percentage of pledges in their population category become eligible to win hundreds of prizes.



Sign up today at mywaterpledge.com

WYLAND
FOUNDATION

- A two-sided, full bleed bill insert can cost between \$500-\$1,000.
- A third-sheet insert is 8.5 X 3.678" and often costs about \$500.
- A full-sheet insert is 8.5 X 11", folded to 3.67" and often costs about \$1,000.



Bill Inserts

Windsor Water Utility Messaging

Points to Remember:

- We often split messaging between departments. This helps lower the cost.
- Messages can be bumped based on town messaging priorities.
- Reservations for bill inserts should be made at least a month in advance.
- Bill insert messaging should be compliment to an existing campaign, not used as a replacement for other mediums such as the website, social media, etc.
- Bill inserts cannot be requested until messaging has been determined.
- Bill inserts require shorter messaging that is easily digestible.



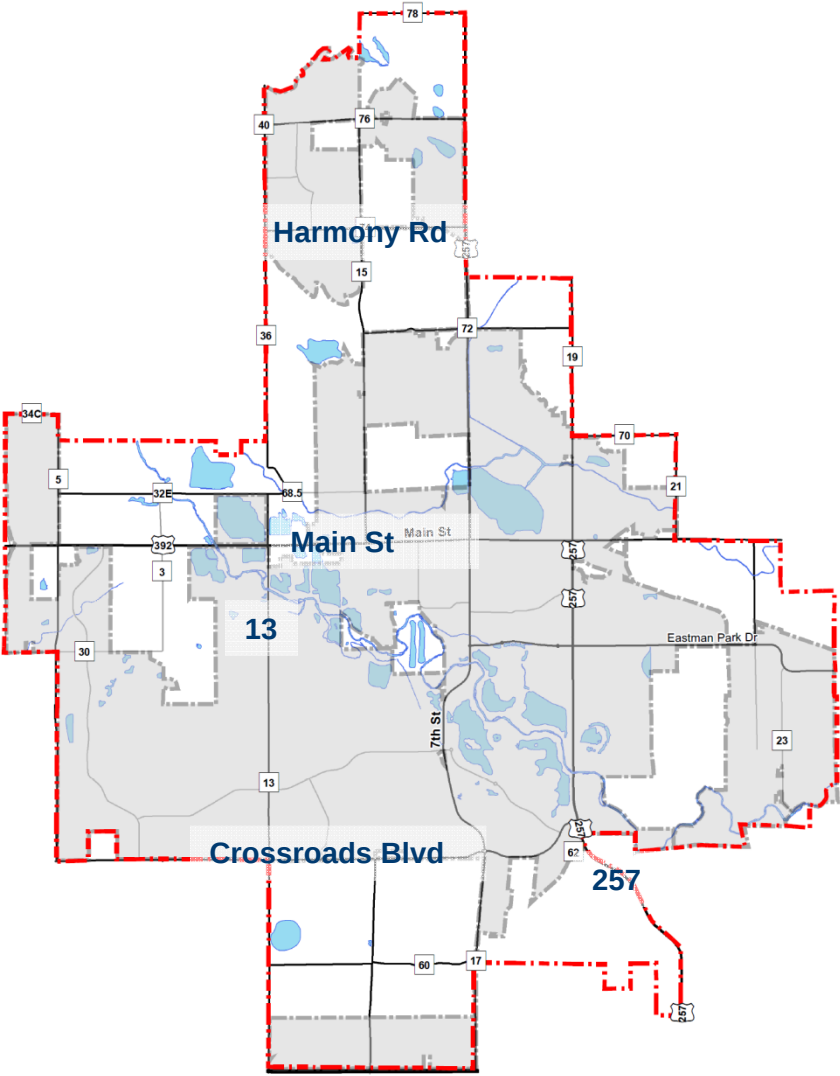
Bill Inserts

Windsor Water Utility Messaging



Existing 2019 Town Limits

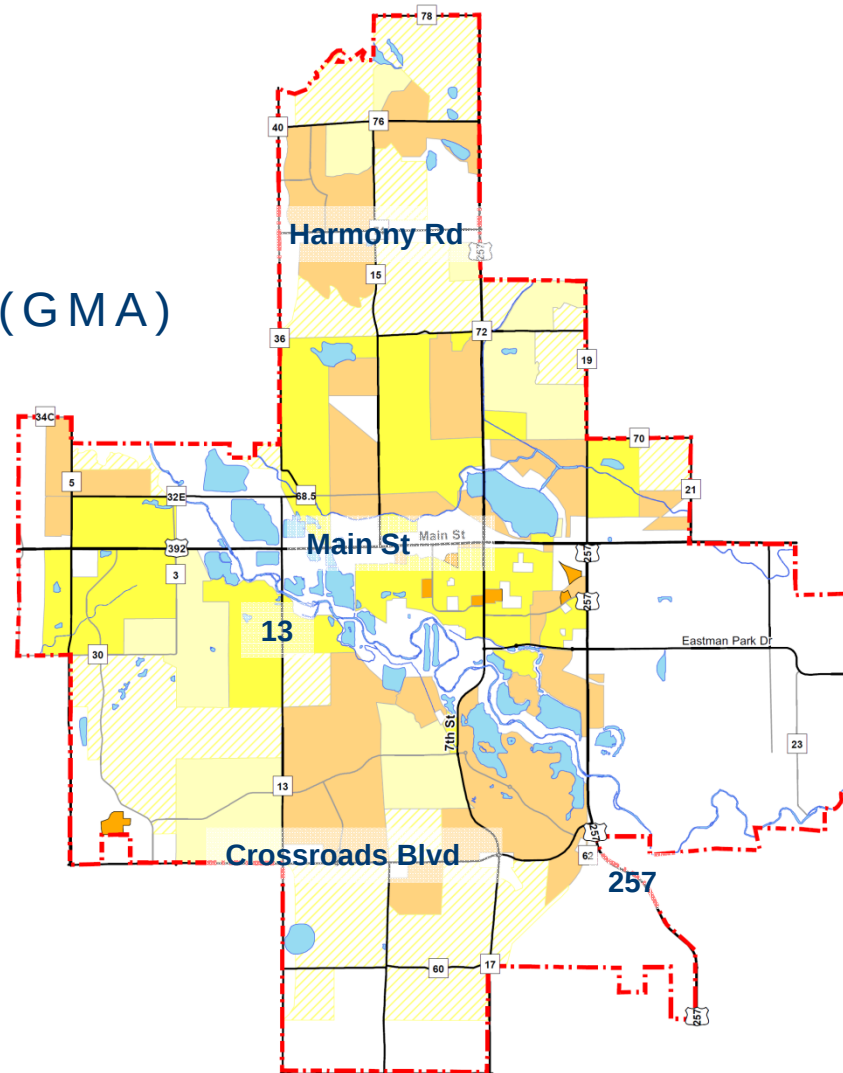
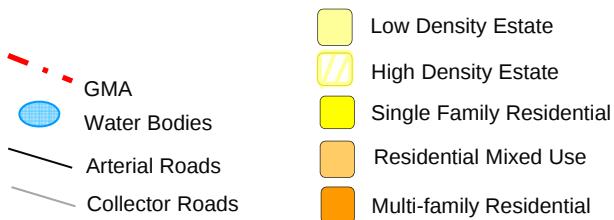
-  Properties within town limits
-  Town Limits
-  GMA
-  Water Bodies
-  Arterial Roads
-  Collector Roads





Potential Population Growth Management Area (GMA)

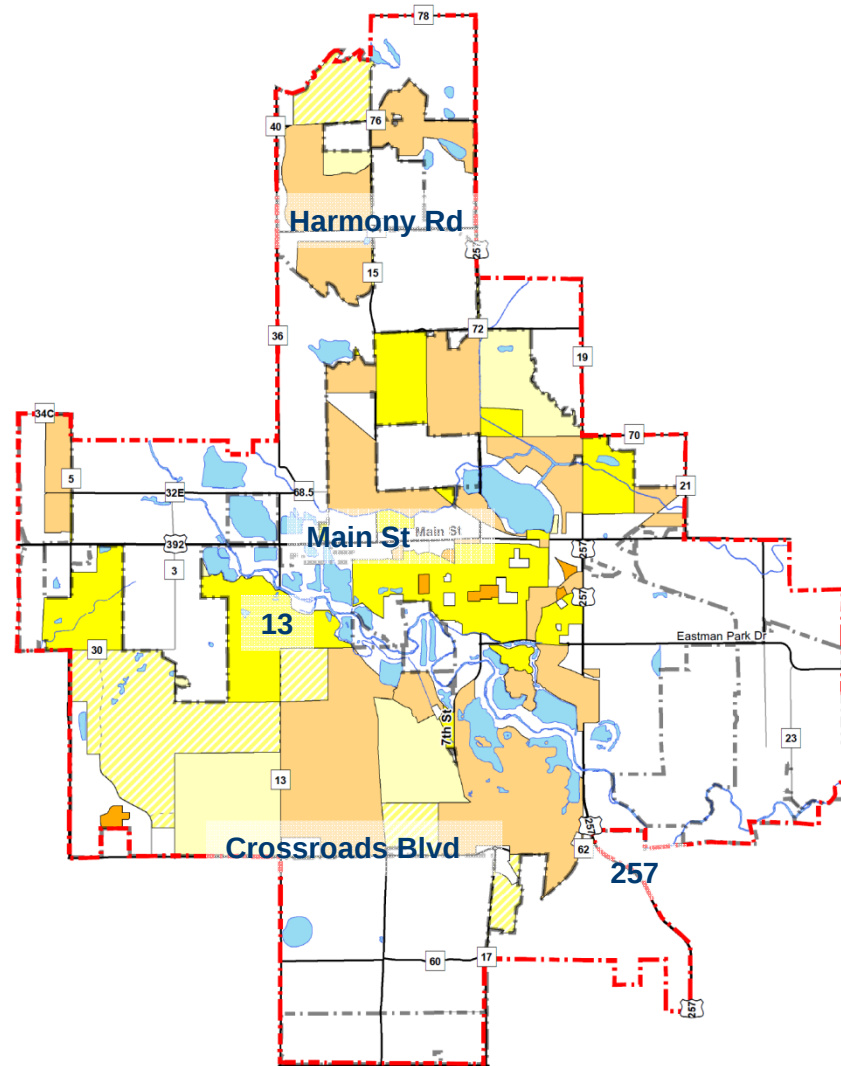
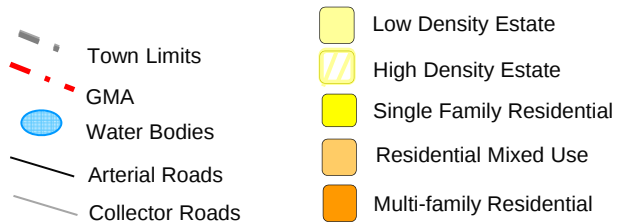
- Build-out population ~100,000
- Residential land uses of Comp Plan Land Use Map
- Includes currently developed unincorporated areas outside Town Limits
- Includes areas served by all water providers





Potential Population 2019 Town Limits

- ~ 72,000 - Comp Plan Land Use Map





Potential Population 2019 Town Limits

- ~ 72,000 - Comp Plan Land Use Map
- ~ 68,800 - Approved subdivision plats, master plans, Overland AX application + comp plan land use map of unplanned properties

