



WATER AND SEWER BOARD REGULAR MEETING

September 11, 2024 - 6:30 AM

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

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
3. Public Invited to be Heard

B. CONSENT CALENDAR

C. BOARD ACTION

1. Approval of July 10, 2024 Water and Sewer Board Minutes- K. Haley
2. Grant Application Letter of Support for Hightpointe Estates - Milt Tokunaga
Hightpointe Estates USBR Grant Application

D. COMMUNICATIONS

1. Wastewater Treatment Plant Expansion Update - D. Markham
2. Water Resource Update
3. Northern Water open house October 4
4. Town Board Updates - R. Klimek

E. ADJOURN

1. Following adjournment Board members may tour the Hightpointe Estates neighborhood.

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: September 11, 2024
To: Water and Sewer Board Members
From:
Re: Approval of July 10, 2024 Water and Sewer Board Minutes- K. Haley
Item #: C.1.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. 07.10.24 Water and Sewer Board Regular Meeting Minutes - DRAFT



Water and Sewer Board Regular Meeting

July 10, 2024 - 6:30 AM
1st Floor Conference Room,
301 Walnut Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

CHAIRPERSON GREG BIELAWSKI CALLED THE MEETING TO ORDER AT 6:30 AM.

1. Roll Call

Present: Greg Bielawski, Chairperson
Janene Willey, Secretary
Milt Tokunaga
Milton Geiger
Gale McGaha Miller
Darell Zimbelman
Alan MacGregor, Alternate

Absent: Carlos Medina, Vice Chair
Alan Overton, Alternate

Also Present: Rick Klimek, Town Board Liaison
Leif Lesoing, Water Resources Administrator
Daniel Money, Town Attorney
Katrina Haley, Administrative Analyst

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

The Board took a moment to review the July 10, 2024 Water and Sewer Board Regular Meeting Agenda. No modifications to the Agenda were requested.

3. Public Invited to be Heard

No public in attendance.

B. CONSENT CALENDAR

No applicable Agenda items.

C. BOARD ACTION

1. Approval of the June 12, 2024, Water and Sewer Board Regular Meeting Minutes - K. Haley

The Board took a moment to review the June 12, 2024 Water and Sewer Board Regular Meeting Minutes. Chairperson G. Bielawski noted that under Board Action Item C1, the incorrect month was noted. The drafted Minutes stated, "the Board took a moment to review the April 17, 2024 Regular Meeting Minutes (please note that the March Water and Sewer Board Regular Meeting was canceled)." The month "March" in the prior is incorrect, and is to be changed to "May".

Water and Sewer Board Member Willey moved to Approve the Review and Approval of the June 10, 2024 Water and Sewer Board Regular Meeting Minutes, with the Condition that Under Item C1, "March" is to be Corrected to "May". Water and Sewer Board Member Zimbelman seconded the motion. Roll call on the vote resulted as follows; Yeas - Gregory Bielawski, Janene Willey, Darell Zimbelman, Gale McGaha Miller, Milt Tokunaga, Milton Geiger; Nays - None; Motion Passed.

2. Highpointe Metro District USBR Grant Application Letter of Support - Board Member Milt Tokunaga

In 2019, the Windsor Water and Sewer Board supported a grant for Highpointe Estates. The replacement of non-functional turf is a multiyear process and the Metro District is seeking another round of grants.

Board member M. Tokunaga presented to the Board a drafted Letter of Support, in which he is requesting the Water and Sewer Board to review, print on Town of Windsor letterhead, and have Chairperson G. Bielawski sign on behalf of the Windsor Water and Sewer Board. If approved by the Water and Sewer Board, this Letter of Support would be included as part of a WaterSMART Small-Scale Water Efficiency Grant (SWEPS) application, through the US Bureau of Reclamation (USBR), that will be submitted by the Highpointe Estates Metro District. Highpointe Estates is a Metro District located in Windsor's Second Voting District, that has been working to replace non-functional turf within their jurisdiction. Highpointe Estates has reported the successful conversion of nearly five acres of bluegrass to a more water efficient landscape, along with the performance of an irrigation audit and irrigation system repairs, resulting in significant water use reduction. Highpointe Estates is now looking to continue their turf replacement program by converting medians in their Metro District, for which they will be seeking a \$50,000.00 matching SWEPS Grant from the USBR.

Board members took a moment to read through the drafted Letter of Support, discussed, and noted various edits to be made. Chairperson G. Bielawski and Board members decided to continue this item to the August 14, 2024 Water and Sewer Board Regular Meeting.

D. COMMUNICATIONS

1. Email and communications policy for Water and Sewer Board members

Town Attorney D. Money provided the Board reminders and additional training regarding Open Records and Open Meeting Laws.

2. Board meeting time change discussion

Board members discussed the potential to move the monthly Water and Sewer Board Regular Meetings to a different time. Currently, these meetings are held once a month, on the second Wednesday of the month, at 6:30am.

3. Water Resources update

Staff liaison L. Lesoing shared a brief update regarding emergency repairs that recently took place at the Soldier Canyon Treatment Plant.

L. Lesoing also shared that registration for the Northern Water East to West Slope Tour is now open, and encouraged Board members to register for the event, if interested. This event will take place on Tuesday, August 27, 2024. L.

Lesoing also shared that Northern Water's campus expansion project, and construction of their office's new main entrance has also been completed, and encouraged Board members to visit, if interested.

4. Town Board updates from Town Board Liaison R. Klimek

Town Board liaison R. Klimek shared brief updates regarding recent Town Board activities. R. Klimek shared that Brian Jones had been selected as the new District Two representative. Four candidates have also been interviewed for the open District Four seat, and the Town Board will vote to select the District Four representative on July 15, 2024.

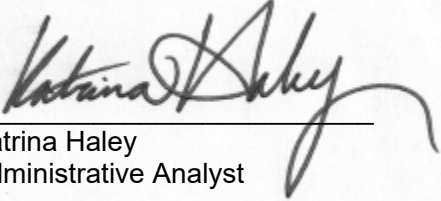
R. Klimek also shared that final interviews for the Chief of Police have been conducted, and that a selection for this position will be made in the near future.

R. Klimek also shared that at the July 8, 2024 Town Board Regular Meeting, a proclamation was made in support of the U.S. Olympic Team.

E. ADJOURN

Water and Sewer Board Member McGaha Miller Moved to Adjourn, Water and Sewer Board Member Zimbelman Seconded the Motion. Roll call on the vote resulted as follows; yeas - Gregory Bielawski, Janene Willey, Darell Zimbelman, Gale McGaha Miller, Milt Tokunaga, Milton Geiger; Nays - None; Motion Passed.

UPON A MOTION DULY MADE, THE MEETING WAS ADJOURNED BY CHAIRPERSON G. BIELAWSKI AT 08:03 AM.



Katrina Haley
Administrative Analyst



MEMORANDUM

Date: September 11, 2024
To: Water and Sewer Board Members
From: Leif Lesoing, Water Resource Admin
Re: Grant Application Letter of Support for Hightpointe Estates - Milt Tokunaga
Item #: C.2.

Background / Discussion:

This item was discussed at the July 10, 2024 meeting and was pushed for approval to the next meeting. Hightpointe Estates is seeking a \$50,000 grant from the USBR for water efficiency upgrades to their neighborhood.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. Hightpointe USBR SWEP Grant Application WS Board Letter of Support

September 12, 2024

Regarding: SWEP Grant Application Letter of Support

Windsor Water and Sewer Board enthusiastically supports Highpointe Estates Metro District's ("Highpointe") application for the SWEP grant through the USBR. Highpointe has already converted nearly 5 acres of bluegrass to a native grass landscape. Additionally, Highpointe has completed an irrigation audit, upgraded the irrigation system based upon the results of the audit, and has converted grass areas to more water efficient landscapes.

Highpointe is seeking a \$50,000 matching grant. Highpointe's Board has already committed \$50,000 for this phase. Their effort to a more water-wise landscape will be implemented by converting four median strips in this phase of the project, with the then intent to convert and additional five. Highpointe has demonstrated to the community the practicality for converting non-functional turf to a more water efficient landscape since Highpointe is located along a major roadway in Windsor.

Much of the U.S. West is arid and semiarid with limited and inconsistent supplies of water. No resource is as vital to the West's urban centers, agriculture, industry, recreation, scenic beauty, and environmental preservation as water.

As the Town of Windsor continues to manage growth, the topic of water is paramount. Windsor encourages all residents to be conscientious of this valuable resource. Our Town promotes water efficiency efforts by upgrading its own sprinkler systems, changing from non-functional blue grass to low-water vegetation, and has personnel in place to advise residents of best practices to promote water efficiency. Windsor's water efficiency plan not only encourages our citizens to transition to lower water use landscape, we also emphasize this practice through our educational outreach. Windsor Water and Sewer Board supports Highpointe's efforts to promote a more water efficient landscape.

Thank you for your consideration of this Grant Application,

Gregory T Bielawski
Windsor Water and Sewer Board Chairman