



WATER AND SEWER BOARD REGULAR MEETING

December 10, 2025 - 7:30 AM
Poudre Room, 200 N. 11th 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
4. Introduction of Alternate Board Member Karen Jacobsen

B. CONSENT CALENDAR

C. BOARD ACTION

1. Approval of October 8, 2025; Water and Sewer Board Minutes, K. Haley
2. Discussion of Water and Sewer Board Goals

D. COMMUNICATIONS

1. Communications from Staff
2. Communications from Town Board Liaison
3. Communications from Water and Sewer Board

E. ADJOURN

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: December 10, 2025
To: Water and Sewer Board Members
From: Katrina Haley, Administrative Assistant
Re: Approval of October 8, 2025; Water and Sewer Board Minutes, K. Haley
Item #: C.1.

Background / Discussion:
October 8, 2025 Water and Sewer Board Minutes

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. 10.08.25 Water and Sewer Board Regular Meeting Minutes - DRAFT



Water and Sewer Board Regular Meeting

October 8, 2025 - 7:30 AM
Poudre Room, 200 N. 11th Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

CHAIRPERSON G. BIELAWSKI CALLED THE MEETING TO ORDER AT 7:32 AM.

1. Roll Call

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

Absent:

Also Present: Rick Klimeck, Town Board Liaison
Shane Hale, Town Manager (via Microsoft Teams)
Eric Lucas, Deputy Town Manager
John Thornhill, Director of Community Development
Dean Moyer, Director of Finance and Information Systems
Raquel Guzman, Utility Billing Supervisor
Karl Gannon, Budget Analyst
Christopher Claymore, Wastewater Treatment Facility Superintendent
Charwon Walter, Utility Supervisor
Lucas Antholz, Stormwater Supervisor
Leif Lesoing, Water Resource Manager
Katrina Haley, Water Resource Technician
Kyle Stevens, Consultant, Stantec (via Microsoft Teams)

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

Chairperson G. Bielawski requested the addition of Item C4 'Communication from the Water and Sewer Board'.

3. Public Invited to be Heard

Two members of the public were present at the October 08, 2025, Water and Sewer Board Regular Meeting. Windsor residents Greg and Karen Jacobson introduced themselves to the Board and expressed their interest in learning more about the Town's Water Resource operations.

B. BOARD ACTION

1. Approval of August 13, 2025, Water and Sewer Board Minutes - K. Haley Water Resource Technician

No modifications to the August 13, 2025, Water and Sewer Board Regular Meeting Minutes were requested.

Water and Sewer Board member Janene Willey moved to Approve the Review and Approval of the August 13, 2025, Water and Sewer Board Regular Meeting Minutes, Water and Sewer Board member Milt Tokunaga seconded the motion. Roll call on the vote resulted as follows; Yeas - Gregory Bielawski, Janene Willey, Gale McGaha Miller, Milt Tokunaga, Milton Geiger, Darell Zimbelman, Scotty MacGregor; Nays - None; Motion Passed.

2. Recommendation of 2026 Water, Sewer, and Stormwater Rates - Stantec

Stantec consultant K. Stevens presented the 2026 Rate Study. Study findings and projected rate increases were discussed for the Water Fund, Sewer Fund, Storm Drainage Fund, and Stormwater Plant Investment Fees. Board members discussed various aspects of the Rate Study and requested additional data from Stantec demonstrating how rate increases would impact high- use users (upper 20% quintile of users).

Water and Sewer Board member Milton Geiger moved to Approve the Utility Rate Increases as Presented by Stantec, with the Contingency that Stantec Provide Additional Data Demonstrating the Impact that Rate Increases will have on the Upper 20% Quintile of Users, Water and Sewer Board member Gale McGaha seconded the motion. Roll call on the vote resulted as follows; Yeas - Gregory Bielawski, Janene Willey, Gale McGaha Miller, Milt Tokunaga, Milton Geiger, Darell Zimbelman, Scotty MacGregor; Nays - None; Motion Passed.

C. COMMUNICATIONS

1. 2026 Operational Budget for Water, Sewer and Stormwater - K. Gannon, Town of Windsor

Budget Analyst K. Gannon Karl presented the proposed 2026 Budget (Water Fund, Sewer Fund, and Storm Drainage Fund), and Five-Year Capital Improvement Project (CIP) plan. Service line replacements were noted as one of the drivers behind proposed rate increases, as well as Advanced Metering Infrastructure (AMI) improvements.

2. Communication from Town Staff

Water Resource Manager L. Lesoing shared that the Northern Water 2025 Fall Water Symposium is Wednesday, October 29, 2025. All are encouraged to attend. Additionally, new Town employees Christopher Claymore and Lucas Antholz introduced themselves to the Board.

3. Communication from Town Board Liaison

Town Board Liaison R. Klimeck shared that the Town Board recently attended a 2026 Budget Retreat to discuss the 2026 Budget and Capital Improvement Project (CIP) plan. Looking to approve budget by end of November.

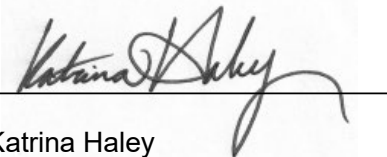
4. Communication from Water and Sewer Board

Chairperson G. Bielawski shared a copy of the written description detailing the open Opportunity for High School Students that are Windsor Residents for Town Advisory Boards. Chairperson G. Bielawski encouraged all Board members to promote this opportunity to any students that may be interested.

D. ADJOURN

Water and Sewer Board member Milton Geiger moved to Adjourn, Water and Sewer Board member Scotty MacGregor seconded the motion. Roll call on the vote resulted as follows; Yeas - Gregory Bielawski, Janene Willey, Gale McGaha Miller, Milt Tokunaga, Milton Geiger, Darell Zimbelman, Scotty MacGregor; Nays - None; Motion Passed.

UPON A MOTION DULY MADE, THE MEETING WAS ADJOURNED BY CHAIRPERSON G. BIELAWSKI AT 9:21 AM.



Katrina Haley
Water Resource Technician

DRAFT