



## **WATER AND SEWER BOARD REGULAR MEETING**

April 10, 2026 - 7:30 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. BOARD ACTION**

1. Approval of 03.11.26 Regular Water and Sewer Board Meeting Minutes  
Water and Sewer Board Regular Meeting Minutes
2. Approve revised Mission Statement
3. Water Supply Index 2026 (WSI)

#### **C. COMMUNICATIONS**

1. An Ordinance Amending Certain Portions of the Windsor Municipal Code Chapter 13 Articles I and II Concerning Waste Grease Disposal and Water Meter Maintenance
2. Talking Points Review

#### **D. 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:** April 10, 2026  
**To:** Water and Sewer Board Members  
**From:** Katrina Haley, Administrative Assistant  
**Re:** Approval of 03.11.26 Regular Water and Sewer Board Meeting Minutes  
**Item #:** B.1.

**Background / Discussion:**

**Financial Impact:**

**Relationship to Strategic Plan:**

**Recommendation:**  
Approve Minutes

**CC:**

**Attachments:**

1. 03.11.26 Water and Sewer Board Regular Meeting Minutes - DRAFT



## Water and Sewer Board Regular Meeting

March 11, 2026 - 7:30 AM  
Poudre Conference Room,  
200 N. 11<sup>th</sup> Street, Windsor, CO 80550

### MINUTES

#### A. CALL TO ORDER

CHAIRPERSON G. BIELAWSKI CALLED THE MEETING TO ORDER AT 7:35 AM.

##### 1. Roll Call

Present: Greg Bielawski, Chairperson  
Gale McGaha Miller, Vice Chairperson  
Janene Willey, Secretary  
Alan 'Scotty' MacGregor  
Karen Jacobsen, Alternate  
Jose Valdez, Alternate

Absent: Darell Zimbelman  
Milt Tokunaga  
Milton Geiger

Also Present: Rick Klimek, Town Board Liaison  
Jim Wielebnicki, Water Systems Superintendent  
Leif Lesoing, Water Resource Manager  
Katrina Haley, Water Resource Technician

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

No modifications to the March 11, 2026 Water and Sewer Board Regular Meeting Agenda were requested.

##### 3. Public Invited to be Heard

No public in attendance.

##### 4. Introduction of Alternate Board Member Jose Valdes

The Board's newest Alternate Board member, J. Valdes introduced himself to the Board. Mr. Valdes shared that he has been a Windsor resident for nearly 30 years, and has enjoyed serving on multiple Windsor Boards and Commissions in Town. Mr. Valdes also shared that he enjoys being engaged with the community, and has a particular interest in the Town's water and wastewater operations.

## B. BOARD ACTION

### 1. Approval of 2.11.26 Water and Sewer Board Regular Board Meeting Minutes

**Water and Sewer Board Member McGaha Miller Moved to Approve the February 11, 2026, Water and Sewer Board Regular Meeting Minutes. Water and Sewer Board Member Willey Seconded the Motion. Roll Call on the Vote Resulted as Follows; Yeas - Gregory Bielawski, Gale McGaha Miller, Janene Willey, Scotty MacGregor; Nays - None; Motion Passed.**

### 2. Adopt Activities Mission Statement for Water and Sewer Board

Board members continued discussion regarding suggested modifications to the information listed on the Water and Sewer Board page of the Town's website, in efforts to clarify the Board's Mission Statement and Core Responsibilities. Discussion to be continued at the next Water and Sewer Board Regular Meeting.

**No Motion was made regarding Item B.2. Item to be continued at future Meeting per Chairperson G. Bielawski.**

## C. COMMUNICATIONS

### 1. Drought Management Plan

Water Resource Manager and Board Liaison L. Lesoing shared an update regarding the Town's Drought Management Plan (DMP), Water Supply Index (WSI) calculations, and current snowpack conditions.

### 2. Updates from Town Staff

- Town Board Work Session: L. Lesoing also shared that Water Resource staff will be sharing an update similar to that provided under Communications Item C.1. (DMP) with the Town Board at the March 16, 2026, Town Board Work Session.
- Spring Water Users Meeting April: L. Lesoing shared that the Northern Water Spring Users Symposium will be held Tuesday, April 7, 2026, at the Loveland Embassy Suites. All are encouraged to register.
- Coffee with the Mayor March 13: L. Lesoing shared that the next Coffee with the Mayor will be Friday, March 13, 2026. Board members are encouraged to attend. Board members J. Willey and K. Jacobson shared their intention to attend.

### 3. Update from Town Board Liaison

Town Board Liaison R. Klimek shared updates regarding ongoing work and approvals pertaining to the future King Soopers located at Highway 257 & Hollister Lake Road. Town Board Liaison R. Klimek also echoed staff Liaison L. Lesoing's communication regarding the upcoming March 16, 2026 Town Board Work Session, where staff and Board members plan to discuss the Town's Drought Management Plan (DMP).

#### 4. Updates from Water and Sewer Board Members

Chairperson G. Bielawski and Board members discussed their intent to continue developing a set of Board Talking Points, as discussed at previous Meetings. Chairperson J. Bielawski encouraged new Alternate Board member J. Valdes to collaborate with Board member M. Geiger in developing Talking Points initially assigned to M. Geiger in earlier Meetings.

Chairperson G. Bielawski also shared his experience with water metering and utility billing issues at his residence in Town, which led to a discussion regarding Advanced Metering Infrastructure (AMI) with the Town's Water Systems Superintendent, Jim Wielebnicki.

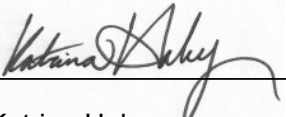
Alternate Board member K. Jacobson shared that she has been in contact with Windsor High School administrative staff and other community members in efforts to generate interest in the Water and Sewer Board's vacant Student Representative position.

K. Jacobson also shared that she has been in contact with Soldier Canyon Treatment Water Treatment Authority staff in efforts to set up a tour of their treatment facility. K. Jacobson shared that she intends to attend the June 11, 2026, Soldier Canyon Treatment Authority Board Meeting at 10:00 am, and then join their staff for a tour of the facility following the Meeting. Chairperson G. Bielawski expressed his interest in attending with K. Jacobson.

#### D. ADJOURN

**Water and Sewer Board Member McGaha Miller Moved to Adjourn. Water and Sewer Board Member Willey Seconded the Motion. Roll Call on the Vote Resulted as Follows; Yeas - Gregory Bielawski, Gale McGaha Miller, Janene Willey, Scotty Macgregor; Nays - None; Motion Passed.**

UPON A MOTION DULY MADE, THE MEETING WAS ADJOURNED BY CHAIRPERSON G. BIELAWSKI AT 8:58 AM.



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Katrina Haley  
Water Resource Technician

# Windsor Water and Sewer Board

## Mission Statement

April 5, 2026

The Windsor Water and Sewer Board advises the Town Board ensuring the sustainable management of the Town of Windsor's water, wastewater, stormwater systems. The Windsor Water and Sewer Board is dedicated to securing high-quality water resources, maintaining resilient infrastructure, and providing fiscally responsible recommendations to safeguard the health and future of our community.

### **Core responsibilities include:**

1. Prioritizing the near- and long-term security and water quality of our water supplies with a focus on the long-term balance between the local economy and environment to protect water resources for current and future generations.
2. Recommending budgets and rate structures that ensure the system's financial health while being transparent, fair and with comparable outcomes for all residents and businesses.
3. Supporting the maintenance and modernization of infrastructure that provides for the diversion and storage of raw water supplies, treatment of raw and wastewater, storage and distribution of treated water and stormwater management.
4. Maintaining clear lines of communication through the Town Board liaison and staff to ensure well-informed decision-making.
5. Serving as a bridge between the Town Board, staff, and public fostering trust through education, listening, and responding.



## MEMORANDUM

**Date:** April 10, 2026  
**To:** Water and Sewer Board Members  
**From:** Leif Lesoing, Water Resource Admin  
**Re:** Water Supply Index 2026 (WSI)  
**Item #:** B.3.

**Background / Discussion:**

Windsor's Drought Management Plan serves as a guiding document for Town response to Drought. Each year the Town looks at water supply and determines the level of drought response. This year Northern Water has set a quota of 80%. An 80% quota and full carryover means the Town will not need to have any drought level response this year and have adequate water supply for the year.

**Financial Impact:**

**Relationship to Strategic Plan:**

Vital Infrastructure - Provide a safe and reliable water supply for the community.

**Recommendation:**

Declare adequate water year. No drought response at this time.

**CC:**

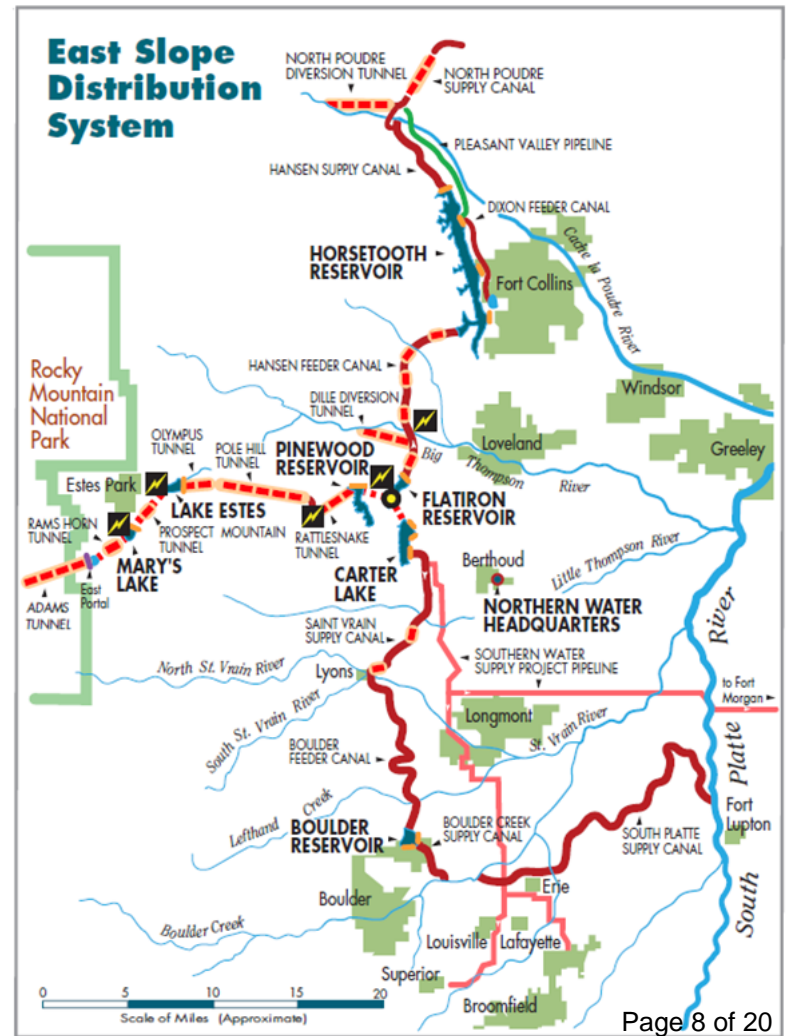
**Attachments:**

1. Water Supply April 2026



# Water Supply Outlook

April 2026





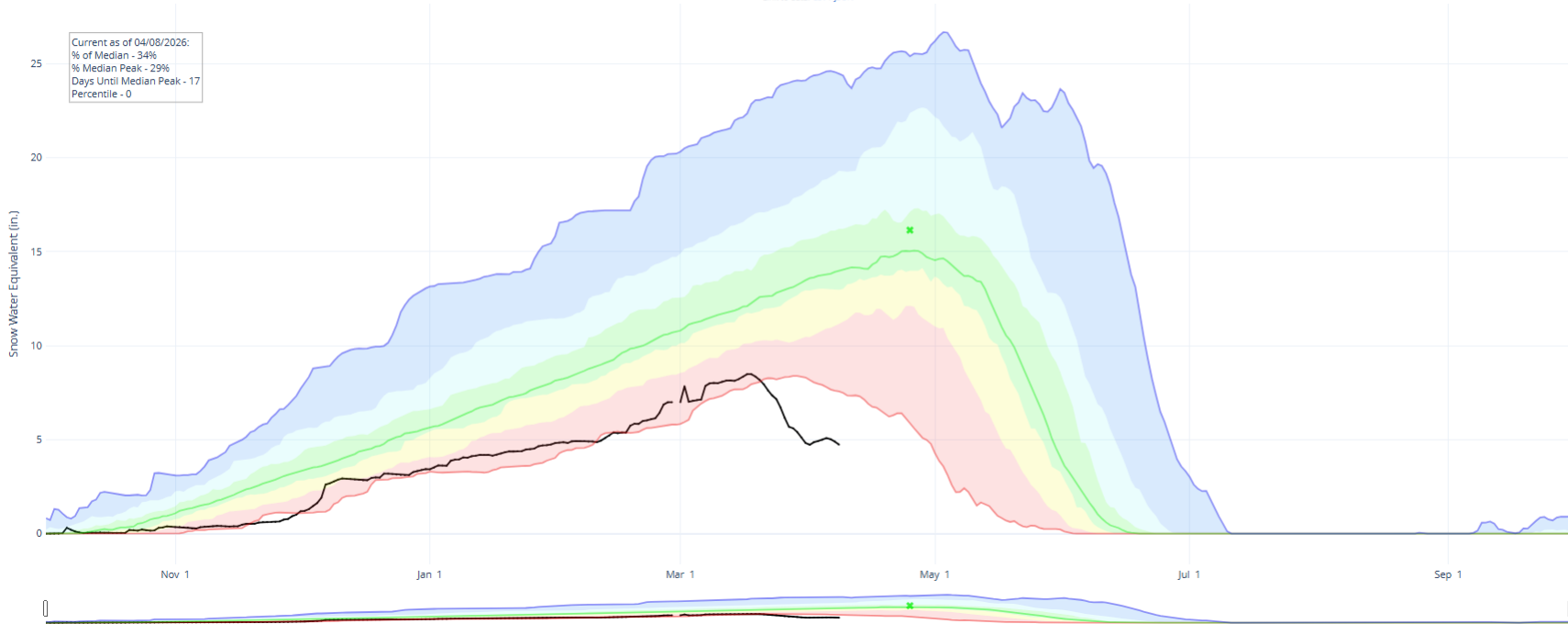
# South Platte Basin Snowpack (SWE)

SNOW WATER EQUIVALENT IN SOUTH PLATTE

Reset Range

[Link to data: CSV / JSON](#)

Current as of 04/08/2026:  
% of Median - 34%  
% Median Peak - 29%  
Days Until Median Peak - 17  
Percentile - 0



Station List

- ✱ Median Peak SWE
- Max
- Median (POR)
- Median (91-'20)
- Min
- Stats: Shading
- 2026 (21 sites)
- 2025 (21 sites)
- 2024 (21 sites)
- 2023 (21 sites)
- 2022 (21 sites)
- 2021 (21 sites)
- 2020 (21 sites)
- 2019 (21 sites)
- 2018 (21 sites)
- 2017 (21 sites)
- 2016 (21 sites)
- 2015 (21 sites)
- 2014 (21 sites)
- 2013 (21 sites)
- 2012 (21 sites)
- 2011 (21 sites)
- 2010 (20 sites)
- 2009 (19 sites)
- 2008 (18 sites)
- 2007 (18 sites)
- 2006 (18 sites)
- 2005 (17 sites)
- 2004 (17 sites)
- 2003 (17 sites)
- 2002 (17 sites)
- 2001 (17 sites)
- 2000 (17 sites)
- 1999 (16 sites)
- 1998 (12 sites)





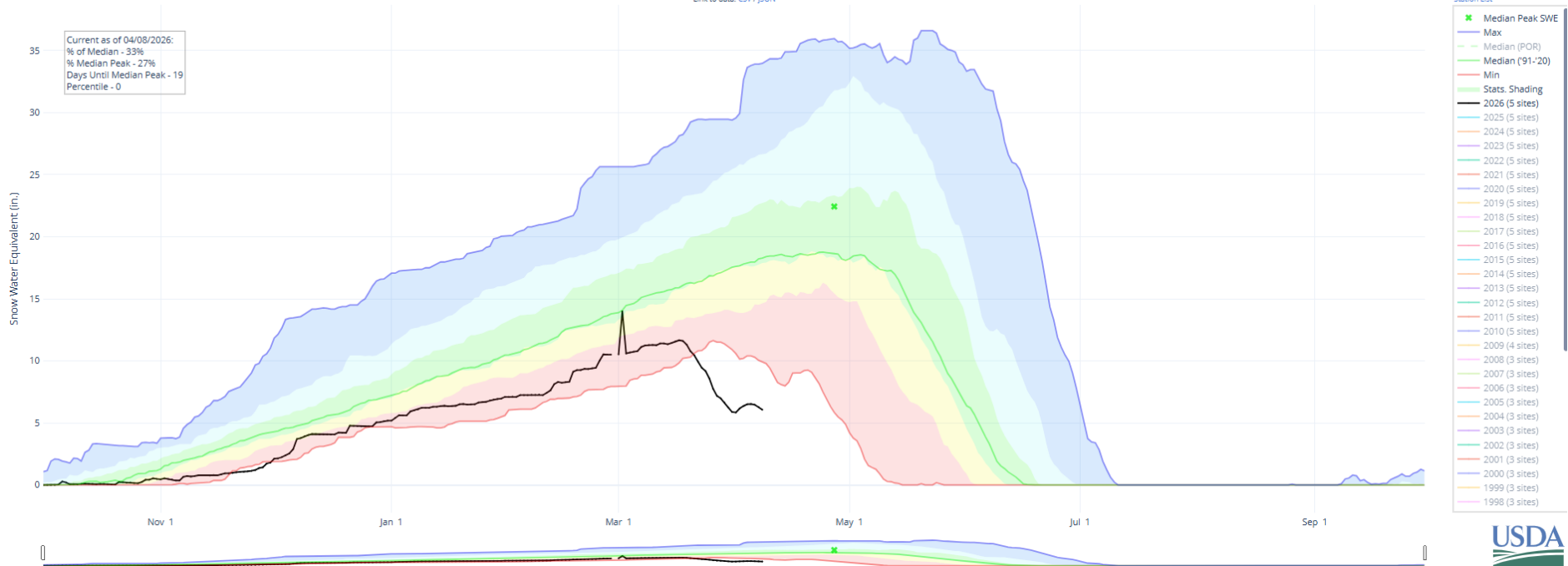
# Cache la Poudre Snowpack (SWE)

SNOW WATER EQUIVALENT IN CACHE LA POUDRE

Reset Range

[Link to data: CSV / JSON](#)

Current as of 04/08/2026:  
% of Median - 33%  
% Median Peak - 27%  
Days Until Median Peak - 19  
Percentile - 0





# Colorado Basin Snowpack (SWE)

SNOW WATER EQUIVALENT IN COLORADO HEADWATERS

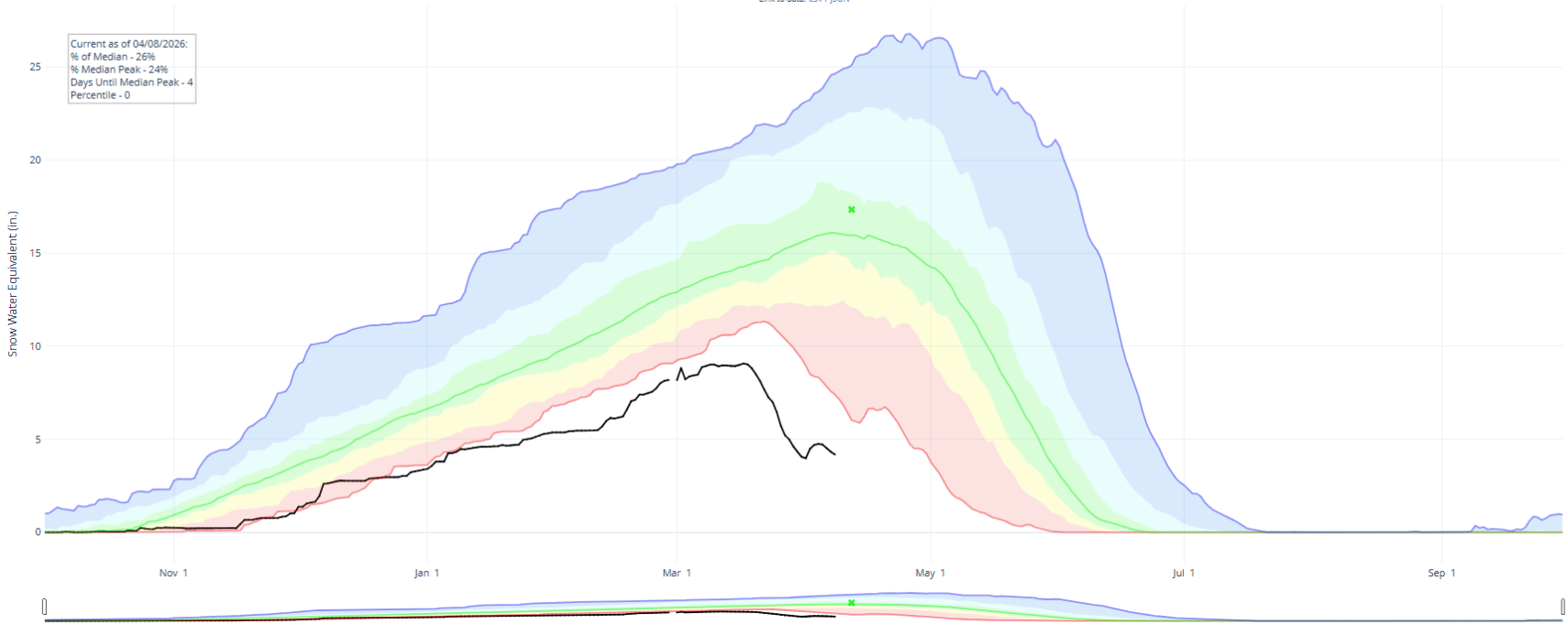
Reset Range

Link to data: [CSV](#) / [JSON](#)

Current as of 04/08/2026:  
% of Median - 26%  
% Median Peak - 24%  
Days Until Median Peak - 4  
Percentile - 0

Station List

- ✖ Median Peak SWE
- Max
- Median (POR)
- Median ('91-'20)
- Min
- Stats. Shading
- 2026 (31 sites)
- 2025 (31 sites)
- 2024 (31 sites)
- 2023 (31 sites)
- 2022 (31 sites)
- 2021 (31 sites)
- 2020 (31 sites)
- 2019 (31 sites)
- 2018 (31 sites)
- 2017 (31 sites)
- 2016 (31 sites)
- 2015 (31 sites)
- 2014 (31 sites)
- 2013 (31 sites)
- 2012 (31 sites)
- 2011 (31 sites)
- 2010 (31 sites)
- 2009 (30 sites)
- 2008 (30 sites)
- 2007 (29 sites)
- 2006 (29 sites)
- 2005 (29 sites)
- 2004 (28 sites)
- 2003 (26 sites)
- 2002 (25 sites)
- 2001 (24 sites)
- 2000 (24 sites)
- 1999 (23 sites)
- 1998 (23 sites)

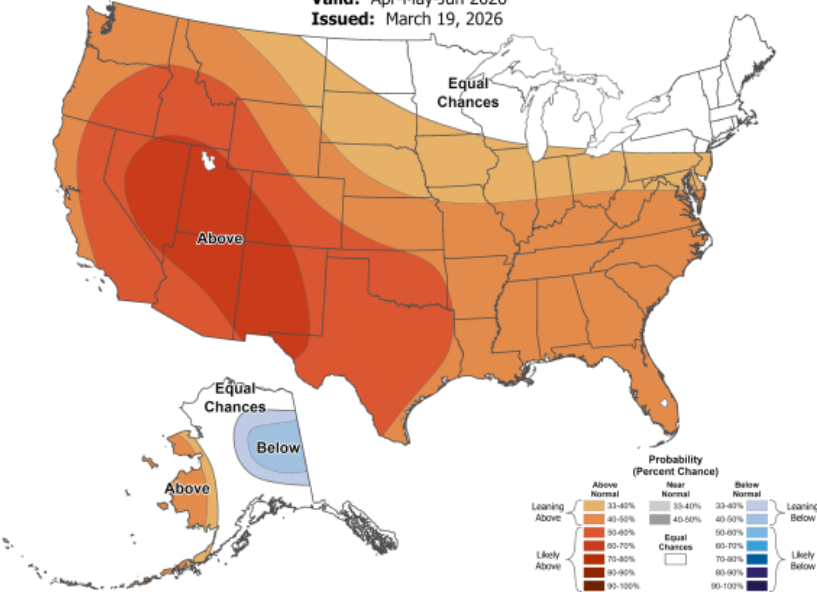


# Three-Month Outlook



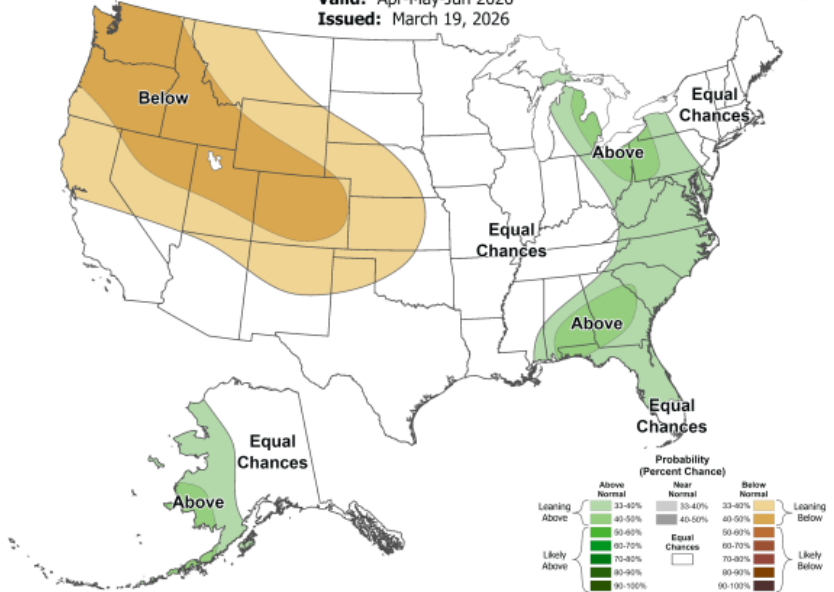
## Seasonal Temperature Outlook

**Valid:** Apr-May-Jun 2026  
**Issued:** March 19, 2026



## Seasonal Precipitation Outlook

**Valid:** Apr-May-Jun 2026  
**Issued:** March 19, 2026



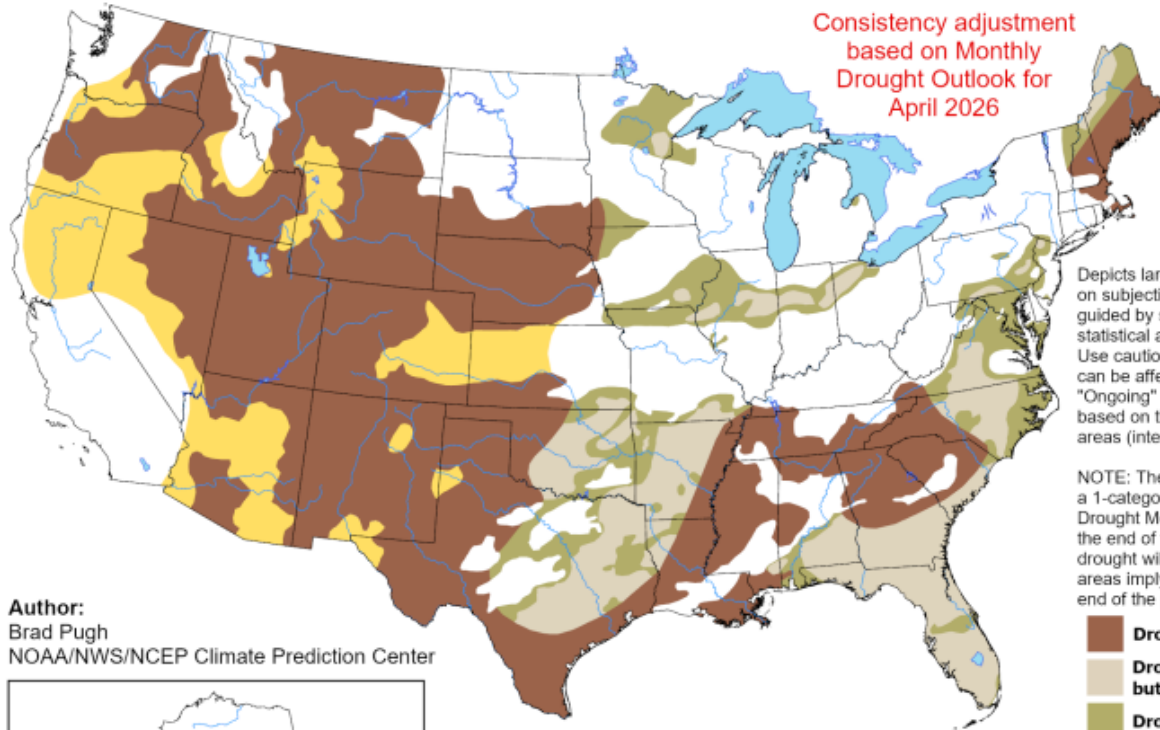


# U.S. Seasonal Drought Outlook

## Drought Tendency During the Valid Period

Valid for April 1 - June 30, 2026  
Released March 31, 2026

Consistency adjustment  
based on Monthly  
Drought Outlook for  
April 2026

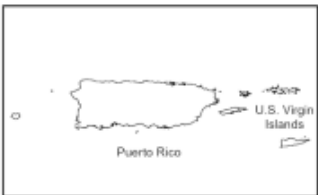


Depicts large-scale trends based on subjectively derived probabilities guided by short- and long-range statistical and dynamical forecasts. Use caution for applications that can be affected by short lived events. "Ongoing" drought areas are based on the U.S. Drought Monitor areas (intensities of D1 to D4).

NOTE: The tan areas imply at least a 1-category improvement in the Drought Monitor intensity levels by the end of the period, although drought will remain. The green areas imply drought removal by the end of the period (D0 or none).

-  **Drought persists**
-  **Drought remains, but improves**
-  **Drought removal likely**
-  **Drought development likely**
-  **No drought**

**Author:**  
Brad Pugh  
NOAA/NWS/NCEP Climate Prediction Center





# Water Supply Index (WSI)

$$WSI = \frac{\text{Supply}}{\text{Demand}} = \frac{((\text{CBT quota} * \text{No. of CBT Units}) + (\text{firm yield of other supplies}))}{\text{demand} * \text{shrink Factor} + \text{carryover into next year}}$$

$$\frac{(0.7 \text{ quota} * 2,101 \text{ fixed CBT units}) + (0.8 \text{ quota} * 1,966 \text{ variable CBT units}) + (533.75 \text{ shares NPIC} * 2.4 \text{ AF per share}) + 814 \text{ AF of previous year carryover}}{(2,960 \text{ AF demand} * 130\% \text{ shrink}) + 814 \text{ AF carryover into next year}}$$

$$WSI = \frac{3,044 \text{ AF CBT} + 1,281 \text{ NPIC} + 814 \text{ AF carryover supply}}{3,848 \text{ AF of demand} + 814 \text{ AF carryover into next year}}$$

$$WSI = \frac{5,139 \text{ AF supply}}{4,662 \text{ AF demand}}$$

$$WSI = 110\%$$

Level 0 Adequate Water  
Year

# Questions?

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## MEMORANDUM

**Date:** April 10, 2026  
**To:** Water and Sewer Board Members  
**From:** Jim Wielebnicki  
**Re:** An Ordinance Amending Certain Portions of the Windsor Municipal Code Chapter 13 Articles I and II Concerning Waste Grease Disposal and Water Meter Maintenance  
**Item #:** C.1.

**Background / Discussion:**

Update to the municipal code on Grease Disposal and Water Meter Maintenance

**Financial Impact:**

**Relationship to Strategic Plan:**

Vital Infrastructure - Provide a safe and reliable water supply for the community.

**Recommendation:**

**CC:**

**Attachments:**

1. Municipal Code Edits DRAFT

TOWN OF WINDSOR

ORDINANCE NO. 2026-[##]

AN ORDINANCE AMENDING CERTAIN PORTIONS OF THE WINDSOR MUNICIPAL CODE CHAPTER 13, ARTICLES I AND II CONCERNING WASTE GREASE DISPOSAL AND WATER METER MAINTENANCE

WHEREAS, the Town of Windsor (“Town”) is a home rule municipality with all powers conferred under Colorado law; and

WHEREAS, pursuant to Article I, Chapter 13 of the Windsor Municipal Code (“Code”), the Town is responsible for the management, care and operation of the sewer works of the Town; and

WHEREAS, pursuant to Article II, Chapter 13 of the Code, the Town is responsible for the management, care and operation of the sewer works of the Town; and

WHEREAS, the Town is required to protect the public sanitary sewer system from contaminants or pollutants that could enter the sanitary sewer system through a service connection; and

WHEREAS, 33 USCA § 1342 addresses the national pollutant discharge elimination system permitting process that applies to the Town’s public wastewater treatment system; and

WHEREAS, the Town has adopted the International Plumbing Code in Article VI, Chapter 18 of the Code; and

WHEREAS, failure to follow these Codes, Statutes and Regulations could result in civil or criminal actions pursuant to Colorado Revised Statutes (“C.R.S.”) Sections 25-1-114 and 25-1-114.1; and

WHEREAS, the Town’s Water Department seeks to amend portions of Article II, Chapter 13 to clarify the process for accessing water meters for maintenance and upgrades and ; and

WHEREAS, the Town Board has concluded that adoption of this Ordinance promotes public health, safety and welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

Section 1. Windsor Municipal Code (“Code”) Sec. 13-1-20 is hereby amended to add the following definitions to be incorporated alphabetically, which shall read as follows:

*FOG* means fats, oils and grease.

*Grease interceptor or grease trap* means a device that separates, traps and holds FOGs from the wastewater discharge from a facility to prevent the FOGs from entering the public sanitary sewer system.

*Pollutants* include, but are not limited to fats, oils, grease, (FOG) sand, and other solids, anaerobic (oxygen-deprived) waste. These pollutants created by cooking, cleaning, manufacturing, and maintenance.

*Recreational Vehicle dump station* means a facility intended to receive the discharge of wastewater from a holding tank installed on a recreational vehicle.

Section 2. Code Section 13-1-50 (f) is amended to read as follows:

(f) Grease, oil and sand interceptors (“**grease traps**”) shall be provided when, in the opinion of the Superintendent, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand or other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the Superintendent, and shall be located as to be readily and easily accessible for cleaning and inspection.

**(1) Failure to comply with the policies, municipal codes and guidelines may result in the suspension of all water/sewer services to the offending facility, per Code Sec. 13-1-50, in addition to any possible citations for Municipal Code violations.**

**(2) Regular inspections shall occur semi-annually. Upon the first failed inspection, the facility shall be placed upon an accelerated inspection schedule. Re-inspections will occur until compliance is achieved. Water and sewer services may be suspended at the discretion of the Superintendent, until compliance is achieved. If the facility is in compliance upon re-inspection, no further action will be taken. Suspension of water and sewer services shall cause a municipal citation for non-compliance to issue.**

Section 3. Code Section 13-1-70 concerning Protection from damage is amended and shall read as follows:

**Sec. 13-1-70-Protection from damage.**

No unauthorized person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance or equipment, which is a part of the sewer works. **Any person violating this provision shall be subject to any and all legal remedies, including, but not limited to possible federal, state, or municipal**

~~charges. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct.~~

Section 4. Code Section 13-1-110 is created to address Illicit waste disposal or discharge, and shall read as follows:

**Section 13-1-110 – Illicit waste disposal or discharge.**

**It shall be unlawful to dump, empty, evacuate or discharge any gray or black wastewater from any boat, camper, motor home, portable toilet or recreational vehicle into the public sanitary sewer or public storm water systems.**

Section 5. Code Section 13-1-120 – Violations and Penalties is created and shall read as follows:

**Sec. 13-1-120.- Violations and Penalties.**

**It shall be unlawful for any person or business to violate any of the provisions of this Chapter 13. Any violation of the provisions of this Chapter or this Article, shall, upon conviction be punishable as provided in all applicable statutes, laws, and regulations, including, but not limited to, those provided in Chapter 1, Article IV of the Windsor Municipal Code. Further, the Town shall discontinue water or sewer service immediately to any user who violates the provisions of this Chapter or this Article, until satisfactory proof of compliance has been provided to the Superintendent.**

Section 6. Code Section 13-2-270 concerning Maintenance of Meters is amended and shall read as follows:

All water meters shall be maintained by the Town and shall be tested and repaired as necessary. Meters may be inspected at any reasonable time by the Town. **The Town shall make two (2) attempts to establish an appointment for meter inspection, replacement and/or repair at each address. The first notice to the property owner and the property address (if different) shall be a letter to be sent by US Postal Service. If email addresses are provided as part of the original account listing, the Town will also attempt to send the notices by email. If no response from the first notice, after two weeks from the date of the first notice, the Town shall send a second notice to the property owner and the property address (if different). If there is still no response after the second notice, after one (1) week, then the Town shall leave a door hanger advising their water will be shut off after three (3) days have passed, until access is granted for the necessary inspection, repair or replacement.**

Section 7. Code Section 13-2-280 concerning Meter interference and bypass prohibited is amended and shall read as follows:

It shall be unlawful for any person to tamper or interfere with any meter or meter seal or to so arrange a water service or piping that the use of water will not actuate the meter. **Interference shall also mean the refusal to allow the Town access to the meter for service or replacement purposes.** The Town shall discontinue water service immediately to any user who violates the provisions of this Section, until **access has been granted for the purposes of inspection, replacement of any water meters, whether inside the structure, or outside the structure, and** satisfactory payment has been made for all water used and all repairs to the meter and piping. **Should access to the meter be impaired by any object, drywall or other obstruction, the Town shall remove the impairment or obstruction at the property owner's expense. The Town shall not be responsible for any damages due to faulty control valves, leaks or plumbing. All necessary plumbing repairs and costs are the responsibility of the homeowner.**

Introduced, passed on first reading and ordered published this \_\_\_\_\_, 2026.

TOWN OF WINDSOR, COLORADO

\_\_\_\_\_  
Julie Cline, Mayor

ATTEST:

\_\_\_\_\_  
Karen Frawley, Town Clerk

Introduced, passed on second reading and ordered published this \_\_\_\_\_, 2026.

TOWN OF WINDSOR, COLORADO

\_\_\_\_\_  
Julie Cline, Mayor

ATTEST:

\_\_\_\_\_  
Karen Frawley, Town Clerk