



WATER AND SEWER BOARD REGULAR MEETING

May 8, 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 the 04.10.2026 Regular Water and Sewer Board Meeting Minutes
April minutes attached.
2. Water Supply Update - Drought Management Plan
Staff presentation on Water Supply Update May 2026

C. COMMUNICATIONS

1. Communications from Staff
2. Communications from Town Board
3. Communications from Board Members

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: May 8, 2026
To: Water and Sewer Board Members
From: Katrina Haley, Administrative Assistant
Re: Approval of the 04.10.2026 Regular Water and Sewer Board Meeting Minutes
Item #: B.1.

Background / Discussion:

The April minutes are attached.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

Approve Minutes

CC:

Attachments:

1. 04.10.26 Water and Sewer Board Regular Meeting Minutes - DRAFT



Water and Sewer Board Regular Meeting

April 10, 2026 - 7:30 AM
Poudre Conference Room,
200 N. 11th Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

CHAIRPERSON G. BIELAWSKI CALLED THE MEETING TO ORDER AT 7:31 AM.

1. Roll Call

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

Absent:

Also Present: Rick Klimek, Town Board Liaison
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 April 10, 2026 Water and Sewer Board Regular Meeting Agenda were requested.

3. Public Invited to be Heard

No public in attendance at the time of Agenda Item A3. However, Windsor resident Steve Southard joined the Meeting during discussion of Agenda Item B3.

B. BOARD ACTION

1. Approval of 03.11.26 Regular Water and Sewer Board Meeting Minutes

Chairperson G. Bielawski and Board member K. Jacobsen noted incorrect spellings of their names in the draft March 11, 2026, Water and Sewer Board Regular Meeting Minutes, and requested any misspellings to be corrected.

Water and Sewer Board Member Zimbelman Moved to Approve the March 11, 2026, Water and Sewer Board Regular Meeting Minutes, with the Contingency that Town Staff Correct Any Misspellings Noted. 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, Darrell Zimbelman, Milt Tokunaga, Milton Geiger, Scotty MacGregor; Nays - None; Motion Passed.

2. Approve Revised Mission Statement

Board members reviewed the Board's drafted revised Mission Statement and list of Core Responsibilities, to be posted on the Town's website. Board members requested Town staff add the word 'water' to the sentence in Core Responsibility 3 of their drafted statement prior to publishing on the website, for clarity. Core Responsibility 3 reads as follows after this modification: "Supporting the maintenance and modernization of infrastructure that provides for the diversion and storage of raw water supplies, treatment of raw water and wastewater, storage and distribution of treated water and stormwater management."

Water and Sewer Board Member Willey Moved to Approve Content and Publishing of the Water and Sewer Board's Revised Mission Statement and List of Core Responsibilities, with the Contingency that Town Staff Clarify the Statement in Core Responsibility 3 by Adding the Word 'Water', as Described Above. Water and Sewer Board Member MacGregor Seconded the Motion. Roll Call on the Vote Resulted as Follows; Yeas -Gregory Bielawski, Gale McGaha Miller, Janene Willey, Darrell Zimbelman, Milt Tokunaga, Milton Geiger, Scotty MacGregor; Nays - None; Motion Passed.

3. Water Supply Index 2026 (WSI)

Water Resource Manager, L. Lesoing, and Water Resource Technician, K. Haley presented the Board with information regarding the Town's Water Supply Index (WSI). Board members and staff discussed elements of Windsor's Drought Management Plan (DMP) and WSI calculations, as well as the current snowpack and the season's temperature and precipitation outlook. Based upon Windsor's WSI calculations outlined in the DMP, the April 2026 WSI is 110%. A WSI of 110% is considered an Adequate Water Year (Level 0 Drought Restrictions). Even in a year with a WSI of 110% (Adequate Water Year), the Board and staff discussed the importance of continuing to provide messaging regarding voluntary water restrictions and tips for efficient water use practices.

Water and Sewer Board Member Tokunaga Moved to Approve the Recommendation to the Windsor Town Board for the Declaration of an Adequate Water Year (Level 0 Drought Restrictions). Water and Sewer Board Member Zimbelman Seconded the Motion. Roll Call on the Vote Resulted as Follows; Yeas -Gregory Bielawski, Gale McGaha Miller, Janene Willey, Darrell Zimbelman, Milt Tokunaga, Milton Geiger, Scotty MacGregor; Nays - None; Motion Passed.

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

Board members reviewed the draft proposed updates to Windsor Municipal Code Chapter 13 Articles I and II, concerning waste grease disposal and water meter maintenance. Chairperson G. Bielawski suggested that Town staff may want to clarify the language in Section 7 of the drafted update, to more clearly outline what portion of any plumbing repairs and costs are the responsibility of homeowners, versus the responsibility of the Town.

2. Talking Points Review

Chairperson G. Bielawski and Board members continued discussion regarding the development of a set of Water and Sewer Board Talking Points. Board members shared updates regarding their ongoing efforts in creating and refining this content.

3. Chairperson G. Bielawski, Board members, and staff also discussed the following upcoming outreach and educational opportunities:
 - April Coffee with the Mayor: April 10, 2026 (G. Bielawski, K. Jacobsen to attend).
 - May Coffee with the Mayor: May 8, 2026 (J. Willey, S. McGregor to attend).
 - Ongoing Master Gardeners Zoom Classes (“Plant Like You Live Here”, etc.).
 - Northern Water Conservation Gardens Fair: June 13, 2026.
 - Children’s Water Festival: May 13, 2026.
 - Skyview Elementary STEM Fair: May 1, 2026 (G. Bielawski and Town staff to attend).
 - Northern Water 101 Workshop, Session 3 of 3: April 15, 2026.
 - 2026/2027 Water Literate Leaders program.
4. Alternate Board member K. Jacobsen reminded the Board that she will be attending the June 11, 2026 Fort Collins-Loveland Water District (FCLWD) Board Meeting, and a tour of the Soldier Canyon Filter Plant following the Board Meeting. All Board members are encouraged to attend. G. Bielawski, M. Tokunaga, K. Jacobsen, and J. Valdes plan to attend at this time.
5. Board members and staff also discussed working with the Town’s Communications team to order name tags for new Board members K. Jacobsen and J. Valdes.

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, Darrell Zimbelman, Milt Tokunaga, Milton Geiger, Scotty Macgregor; Nays - None; Motion Passed.

UPON A MOTION DULY MADE, THE MEETING WAS ADJOURNED BY CHAIRPERSON G.BIELAWSKI AT 8:48 AM.



Katrina Haley
Water Resource Technician

DRAFT

DRAFT



MEMORANDUM

Date: May 8, 2026
To: Water and Sewer Board Members
From: Leif Lesoing, Water Resource Admin
Re: Water Supply Update - Drought Management Plan
Item #: B.2.

Background / Discussion:

Due to low snowpack many metro districts and HOA's will not receive a full yield of non-potable supplies. Many residents have begun to drag their hose and supplement their non-potable irrigation with potable irrigation. From a supply standpoint the Town has enough water but the increase in treatment could cause problems with treatment capacity.

Financial Impact:

Relationship to Strategic Plan:

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

Recommendation:

If demand increases by 20% of three year average implement Drought Management Level 1 restrictions.

CC:

Attachments:

1. May Water Supply Update



May 2026 Water Supply Update



April 13 Water Supply Index (WSI)

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

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

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

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

$$WSI = 110\%$$

Level 0: Adequate Water Year



What's Changed Since April?

- Shareholders of Lake Canal, Lake Canal Reservoir, Loudon Ditch Company, and New Cache have received similar news that river water is unavailable and there is minimal storage.
- Residents of several metro districts and HOAs will have drastically reduced non potable supplies for irrigation.
- School District and some parks will have reduced irrigation supplies available.
- Due to the reduction in non potable supplies many residents are now dragging hose and irrigating with Town Potable water.

April 17, 2026

Dear Shareholders:

Following our April board meeting, the board would like to provide an update regarding the current water year.

As of April 1st, the Poudre Basin snowpack was at 14%. Due to the lack of moisture and this exceptionally low snowpack, we do not anticipate there will be any river water available this year.

Regarding current storage conditions: The Gray Lakes are not 100% full. After an extensive discussion, the board set the allocation for the Gray Lakes at 2 acre-feet per share.

For CBT shareholders: With the lack of a river run to flush the ditch and to soak it up, CBT can be run at your own risk. There will be no guarantee of the water making it to your headgate.

For LCRC shareholders above Timnath Reservoir: Your LCRC water will be treated the same as CBT. Run it at your own risk. There will be no guarantee of the water making it to your headgate.

For LCRC shareholders coming out of Lake #1: We dug a trench from the inlet to the outlet through the lake, but there is no guarantee that water put into Lake #1 will make it to the outlet for delivery.

I wish I had better news, but we are in a situation that we have never been in before, so drastic measures must be taken.

Please reach out if you have any questions regarding these updates.

Best regards,
Justin Green, Superintendent

Issues for supply and demand

- Dual use customers dedicate less raw water to the Town since the irrigation demand is met with non potable supplies.
 - Raw water dedication does allow for hand watering of trees and shrubs.
- The WSI is 110%.
- Town has pulled Loveland lease increasing WSI.
 - The Town has enough supply.
- Larger issue is treatment capacity with treatment providers.

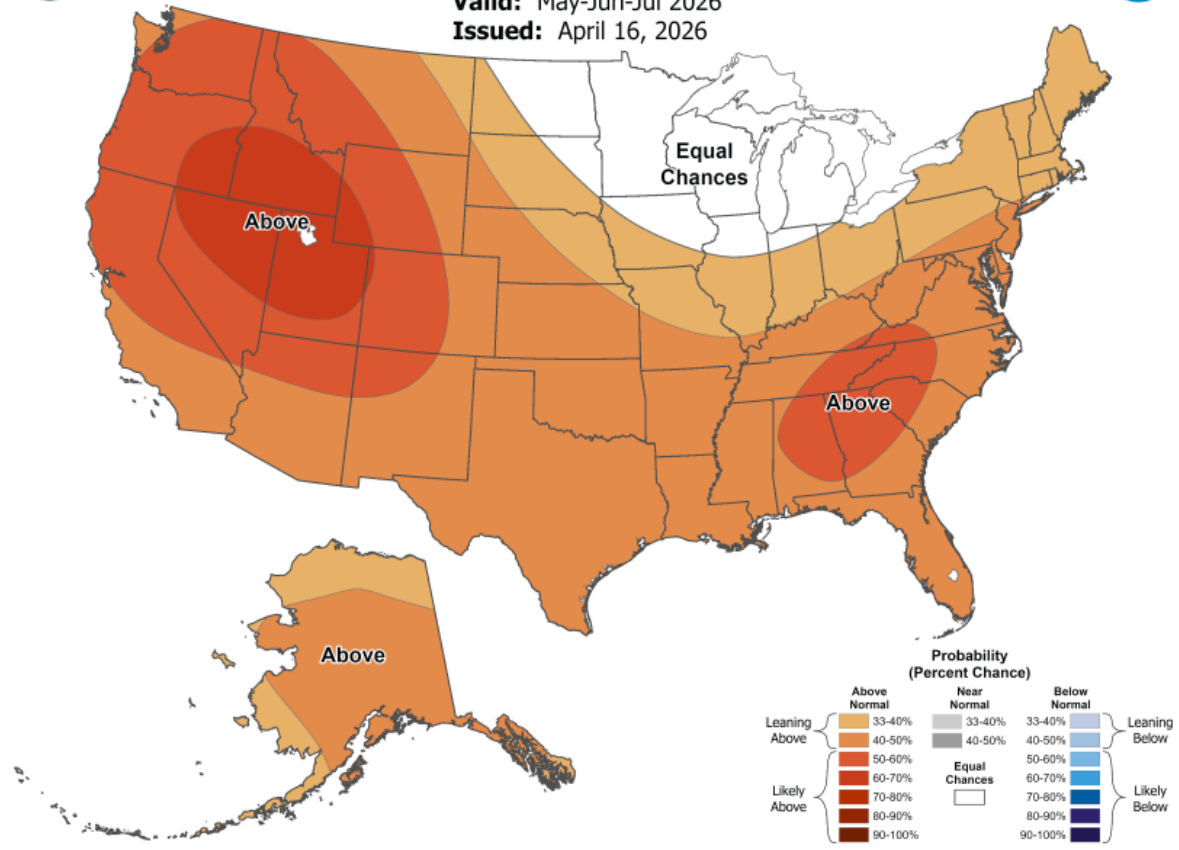
- Water service agreement with Greeley allows for increased treatment capacity.
 - Can buy treatment capacity at current SDC (System Development Charge) of \$34,414 per acre-foot (AF).
 - Or pay penalty of 25% of \$34,414 or \$8,603 per acre-foot (AF) over treatment capacity.

Seasonal Outlook



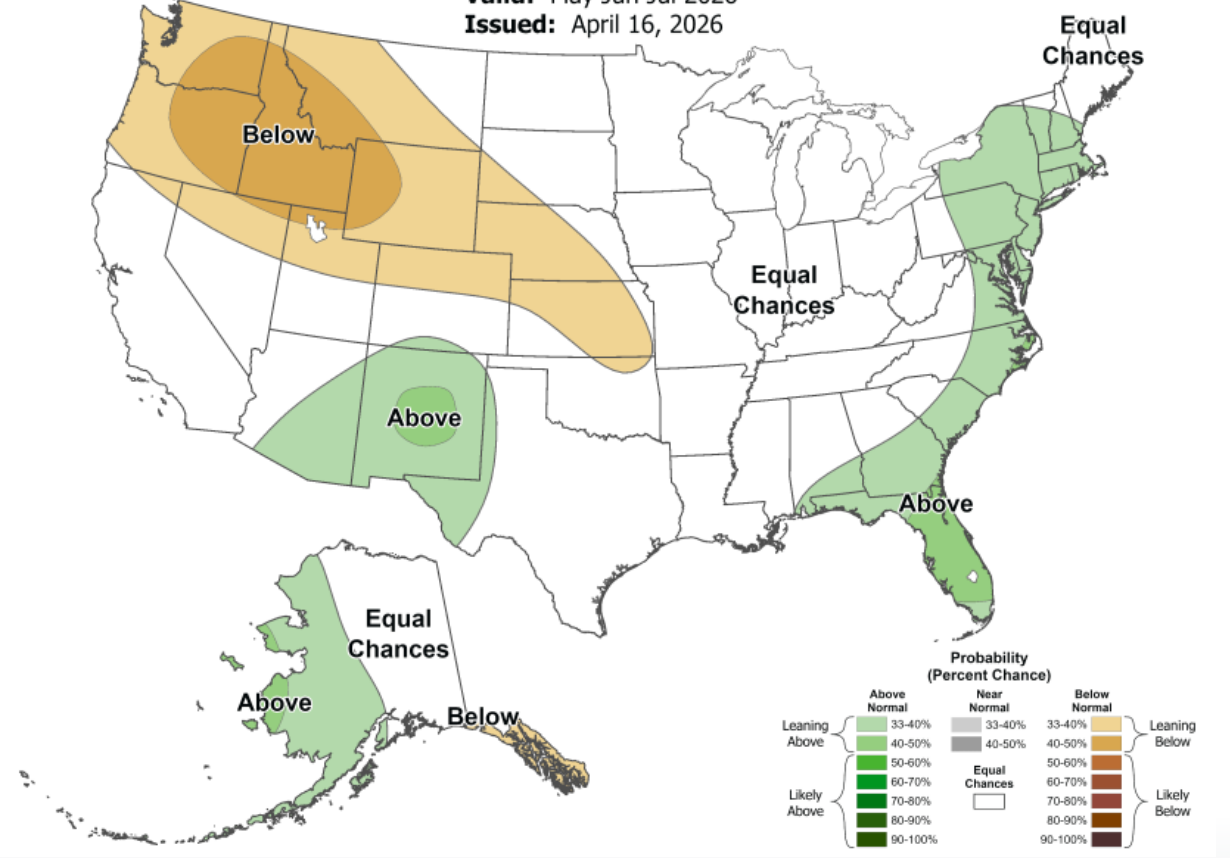
Seasonal Temperature Outlook

Valid: May-Jun-Jul 2026
 Issued: April 16, 2026



Seasonal Precipitation Outlook

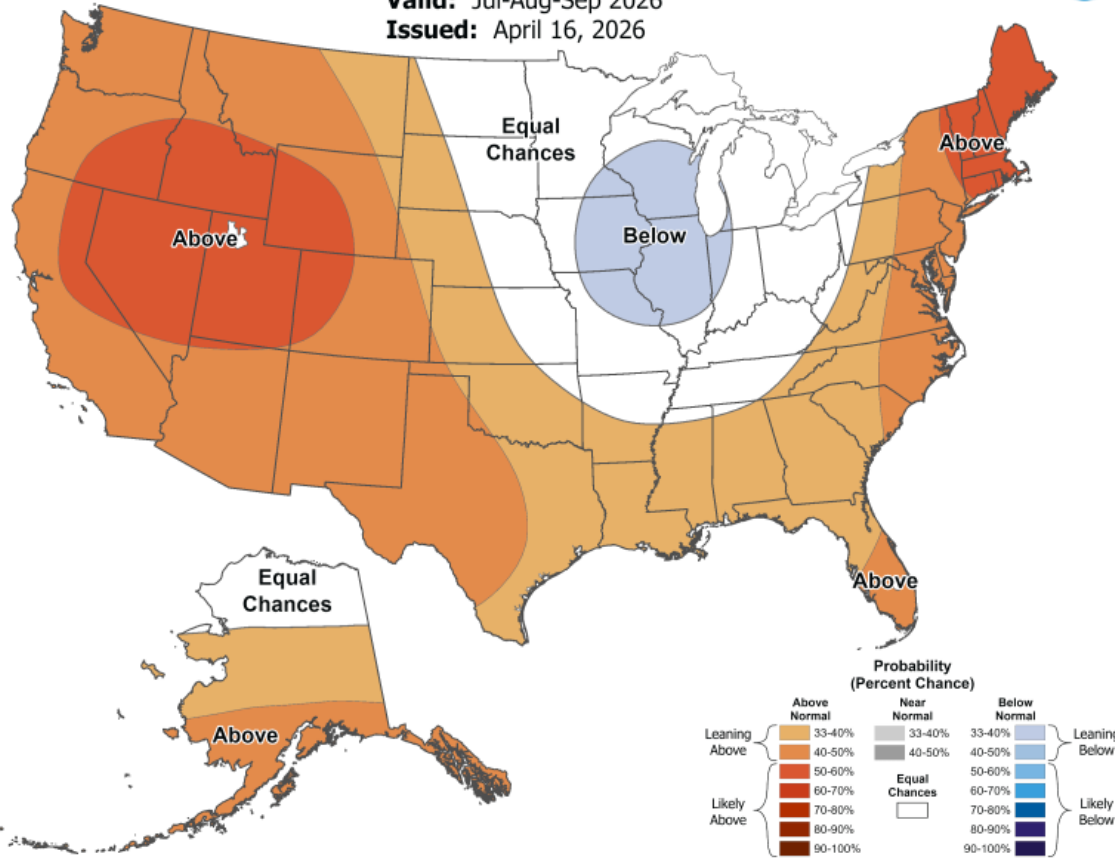
Valid: May-Jun-Jul 2026
 Issued: April 16, 2026





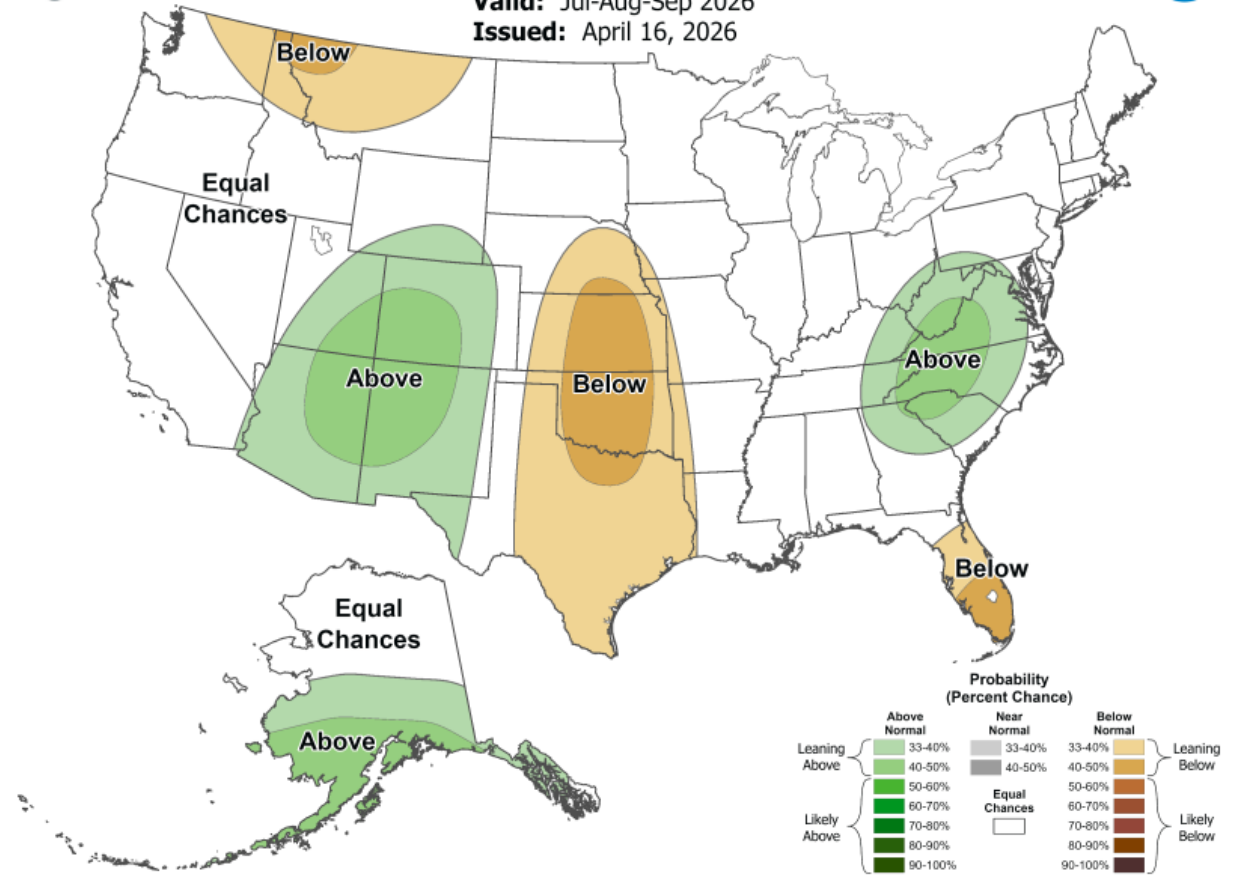
Seasonal Temperature Outlook

Valid: Jul-Aug-Sep 2026
Issued: April 16, 2026



Seasonal Precipitation Outlook

Valid: Jul-Aug-Sep 2026
Issued: April 16, 2026





Recommendation Options

- **Option 1: No Changes to Level 0 (Adequate Water Year) Declaration**
- **Option 2: Declaration of Level 1 Drought Restrictions**
 - Surcharge rate for dual use customers for use beyond 1st Tier.
 - Surcharge offsets SDC.



Questions?
