



WATER AND SEWER BOARD REGULAR MEETING
December 12, 2018 – 6:30 a.m.
2nd Floor Conference Room – 301 Walnut Street
Windsor, CO 80550

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
		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
	Communications Manager	Kim Overholt
	Administrative Services Director	Jessica Humphries
	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
3. Public Invited to be Heard
There was no public comment.

B. CONSENT CALENDAR

1. Minutes of October 10, 2018 Regular Meeting
Board Member Tokunaga moved to accept the minutes of the October 10, 2018 Meeting; Board Member Geiger seconded the motion. Motion carried unanimously.
2. Minutes of November 7, 2018 Special Meeting
Board Member Zimbelman moved to accept the minutes of the October 10, 2018 Meeting; Board Member Medina seconded the motion. Motion carried unanimously.

C. BOARD ACTION

There was no action taken by the Board.

D. PRESENTATIONS AND DISCUSSION

1. MS4 Permit Status Update
Ms. Hegeman presented information about the Municipal Separate Storm Sewer System (MS4s) permitting process and the where the Town is in that process.

Ms. Hegeman described what the MS4 permit was for and gave historical context for why the Town must now be in compliance with Federal and State regulations. The permitting process was put in place to prevent harmful pollutants from being washed or dumped into storm sewer drainage systems. The Town of Windsor received notification in 2012 that we now fall under Phase II permitting because of the size of the population, and we received certification February 2018.

Ms. Hegeman stated the permit needs to be updated every 4 years, and presented the status of the current Program Description Document (PPD) reflecting implementation, and stated that it is presentable to the Colorado Department of Public Health and Environment (CDPHE). The CDPHE can do desktop audits from this document and may use this to complete a full audit if warranted.

There are 5 different pollution prevention programs and one public involvement process required in the permit. The 5 pollution prevention programs are: Public Education and Outreach, Illicit Discharge Detection and Elimination, Construction Sites, Post-Construction SW Management, and Municipal Operations.

For the Public Education and Outreach program, fliers were sent to auto shops and gas stations in Town providing information about the permitting program and advising them that the Town is now under more regulation and representatives may stop in from time to time. The permit requires 4 qualifying Education and Outreach activities per year.

For the Illicit Discharge, Detection and Elimination Program, the Town has to have a map of outfalls in Town as well as track priority areas and clean up spills. The town is working on ways for the public to report discharges. This program must be fully implemented by July 1, 2019.

For the Construction Sites Program, changes to the code, completion of the PDD, revision of documents currently used in the review and inspection software for a phone dedicated to this purpose are still pending. Meetings scheduled with the NOCO HBA Government Affairs Board and informal meeting with construction site operators are planned. This program must also be fully implemented July 1, 2019.

For the Post-Construction Stormwater Management program, the code language regarding the long term Operations and Maintenance (O&M) is being discussed, and the Storm Drainage Criteria Manual needs to be re-written. Implementation July 1, 2019.

For the Municipal Operations program, there are requirements for bulk storage within the PDD. There is discussion within the Town that Parks and Public Works will be housed in facilities on the current Public Works campus which will be expanded to accommodate this. While this is in design stage, it is a good opportunity to include the MS4 requirements in the designs. Implementation July 1, 2019.

2. Water Demand and Supply Presentation

Mr. Thornhill presented information to the Board regarding supply and demand of current water resources. Mr. Thornhill stated that approximate 720,000,000 gallons are being treated per year.

The average winter water demand for the Town is 1.3 million gallons per day, and summer demand is around 4 million gallons per day. Mr. Thornhill also stated that the majority of taps

resulting from growth are dual system allowing for non-potable irrigation systems, but that 94% of current usage is used by residential consumers.

Mr. Thornhill reviewed the current Potable Water Master Plan (PWMP). Mr. Thornhill stated that when the plan was written in 2009, there was a concern with a one dimensional water supply, and the plan focused on water acquisition, reviewing the water dedication policy, reviewing the Northern Integrated Supply Project (NISP) participation level, finding alternative funding sources for NISP, and identifying the target water portfolio.

Mr. Thornhill stated that the Town currently has 5,818 units of Colorado Big Thompson (CBT) water units, which includes 1,959 units from the North Poudre Irrigation Company (NPIC). The firm yield for CBT is set at 50%, the average yield is 70% and the yield that is currently used for planning is 60%. 3,490 af are predicted using the 60% yield for planning.

In 2017, the potable demand was 2,106 af, The PWMP calculated the demand at 100% build-out, or 102,000 residents. The demand that was determined at full build-out was calculated at 12,542 af. Of that total, 9,900 af were calculated for residential water demand and 2,643 af for commercial and other water demand.

Mr. Thornhill stated that the gap from what the Town currently has for water and what it would need at full build-out is around 8,731 af. In order to meet the gap, the PWMP recommended acquisition of water rights from CBT, NPIC, Water Supply & Storage Company (WSSC) and Windy Gap. Future sources would be treated by North Weld at the Soldier Canyon treatment plant.

There were several key findings and recommendations of the PWMP, including: altering water dedication calculations to include surcharge and losses, shift water dedication policy to 50% dedication and 50% cash-in-lieu (CIL), and evaluate CIL price each year to be set near CBT price. Mr. Thornhill stated that he is evaluating the CBT costs quarterly because they have been rising quickly.

E. EXECUTIVE SESSION

Board Member Tokunaga moved for the Board to enter into an Executive Session at 7:44 am; Board Member Zimbleman seconded the motion. Motion carried unanimously.

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 resources.

Recording and minutes paused during executive session.

The Board returned to the regular meeting at 8:26 am.

F. COMMUNICATIONS

1. Staff
There was no staff communication.

2. Board

Board Member Willey spoke about the new calendars that were put out by the Tree Board. The Board discussed the calendar and possible cooperation between the Tree Board and the Water and Sewer Board.

Board Chairman Bielawski asked if the new water rate increase had been approved by the Town Board. Ms. Scheopner confirmed that the new water rate increases current rates by 3.29% was approved by the Town Board and will be effective on 2/1/19, which will reflect on the 3/1/19 bill.

Board Chairman Bielawski asked about water rights being transferred to the sports park. Mr. Thornhill advised that there was a historical agreement with Diamond Valley, and the transfer was just housekeeping.

Board Chairman Bielawski discussed the Northern Water Fall Water Users Meeting and the current capacity of the Colorado River Basin.

G. ADJOURN

Board Member Tokunaga moved to adjourn the meeting at 8:40 am; Board Member Cline seconded the motion. Motion carried unanimously.

Submitted by:



Erin Porter, Utility Billing Clerk