



**WATER AND SEWER BOARD SPECIAL MEETING**  
**March 13, 2019 – 6:30 a.m.**  
**2<sup>nd</sup> Floor Conference Room – 301 Walnut Street**  
**Windsor, CO 80550**

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**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 (absent)
		Darell Zimbelman
		Milt Tokunaga
		Milton Geiger
		Janene Willey
	Town Board Liaison	Ken Bennett (absent)

Also present:	Director of Engineering	Dennis Wagner
	Water Resources Manager	John Thornhill
	Storm Water Coordinator	Janine Hegeman
	Wastewater Treatment Plant	
	Supervisor	Dennis Markham
	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  
There were no additional items added to the agenda.
3. Public Invited to be Heard  
There was no public comment.

**B. CONSENT CALENDAR**

There were no items on the consent calendar

**C. BOARD ACTION**

1. Minutes of February 13, 2019 Regular Meeting  
**Board Member Willey moved to accept the minutes for the February 13, 2019 Meeting; Board Member Tokunaga seconded the motion. Motion carried unanimously.**

**D. PRESENTATIONS AND DISCUSSION**

1. MS4 Illicit Discharge Detection and Elimination Training

Storm Water Coordinator Janine Hegeman presented the training to the Water and Sewer Board that has been done with Town employees. Ms. Hegeman provided information on the difference between the sanitary sewer system, where the waste goes to the local treatment plant, and the storm drainage system, which flows to the local waterbody.

Ms. Hegeman went through the differences between what is and is not an illicit discharge. An illicit discharge is any discharge that is not composed entirely of storm water, except discharges authorized by permit or discharges resulting from firefighting activities. An illicit discharge includes mud, petroleum products, trash and more. The Town is responsible for preventing these discharges to protect water quality and remain in compliance with the state-issued MS4 permit.

Things that are allowed include waterline flushing, dye testing, swimming pool discharge after dechlorination, and many more.

Illicit discharges typically happen at most often at Construction sites, Parks, Trails, Recreation Facilities, Restaurants, Municipal Facilities, and Gas Stations. There are several other places where illicit discharges can happen.

Ms. Hegeman then showed the Board various scenarios of illicit discharge using photographs, and asking them to identify things that could be or have the potential to be an illicit discharge.

## 2. Wastewater Presentation

Wastewater Treatment Plant Supervisor Dennis Markham provided an overview of how Windsor's Wastewater Treatment Plant (WWTP) operates. The current WWTP was constructed in 1994/1995, and was updated in 2010 with the addition of the Headworks building.

Currently the Town is only using about half of the plant, but this summer the WWTP will begin using the second aeration basin. The Town is currently rated for 2.8 million gallons/day and the Town is currently processing about 1.6 million gallons/day.

Mr. Markham showed the Board how wastewater is treated from the influent entering the headworks building, going through the grit structure, the various aeration basins, the clarifiers, ultra-violet disinfection, through the effluent being put back into the Cache La Poudre River. Bio-Solids are treated and dewatered to be turned into a beneficial land use product.

## E. COMMUNICATIONS

### 1. Staff

#### a. Bellvue Treatment Plant Tour – April 26<sup>th</sup> at 8:30 am

Mr. Thornhill said Greeley's Bellvue Treatment Plant will be April 26<sup>th</sup> at 8:30, and will go until about 1pm.

#### b. Water Supply Update

Mr. Thornhill will present the information from the Northern Water Users meeting at the next Board meeting. He said the water supply is tracking at or above average for the year before the storm expected during the current week.

2. Board

a. Tour of Windsor Wastewater Treatment Plant – April 10

Mr. Thornhill will forward the information to the Board about the tour.

b. Brief Report on the Windsor Tree Symposium of February 23

Board Member Willey stated that the presentation at the Tree Symposium went well with a good turnout.

c. Planning for Weld County “Colorado Landscape Boot Camp”

Board Member Willey said they are waiting for communication back from Amy Lentz.

d. HOA Water Education

Board Member Tokunaga said he spoke with an HOA director about upgrading systems and provided information and resources about landscaping and non-potable watering systems.

e. Additional Ideas for Citizen Water Education Activities

The Board discussed various ideas about presenting education, including a lending library and display cases at the Community Recreation Center.

**G. ADJOURN**

**Board Member Zimbleman moved to adjourn the meeting at 8:13 am; Board Members Tokunaga and Geiger seconded the motion. Motion carried unanimously.**

Submitted by:



Erin Porter, Utility Billing Administrative Specialist