



**WATER AND SEWER BOARD REGULAR MEETING**  
**June 12, 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.

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| 1. <u>Roll Call</u> | Chairperson<br>Vice-Chairperson<br>Secretary | Greg Bielawski<br>Carlos Medina<br>Julie Cline (absent)<br>Darell Zimbelman<br>Milt Tokunaga<br>Milton Geiger<br>Janene Willey<br>Ken Bennett |
|                     | Town Board Liaison                           |   |

Also present:	Town Attorney Director of Engineering Director of Planning Water Resources Manager Customer Services Manager Utility Billing Admin Specialist	Ian McCargar Dennis Wagner Scott Ballstadt John Thornhill Mike Lucero Erin Porter
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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 May 8, 2019 Regular Meeting  
**Board Member Tokunaga moved to accept the minutes for the May 8, 2019 Meeting with the correction of a typo; Board Member Willey seconded the motion. Motion carried unanimously.**

**D. PRESENTATIONS AND DISCUSSION**

1. Roles and Responsibilities of the Windsor Water and Sewer Board

The Board discussed the draft of the revised Roles & Responsibilities of the Windsor Water & Sewer Board. Board Member Willey moved to approve the draft as written; Board Vice Chairperson Medina seconded the motion. Motion carried unanimously.

2. Water Bill Inserts

Mr. Thornhill presented information on the process for requesting bill inserts. Board Chairperson Bielawski asked how many bills were sent electronically, Ms. Porter stated that only about 25% of the bills are sent out electronically, and around 7,000 bills are sent out through the mail monthly. She stated that regardless of if a paper bill is sent or an electronic bill, if a customer is registered online the Town pays per account per month.

Mr. Thornhill went over the costs associated with sending inserts with the billing, and that messages should complement existing campaigns, and other mediums can be used such as the website and social media.

Board Member Geiger asked about messaging on the bill itself. Ms. Porter stated that there is space available, but messages are prioritized based on need and first come first served.

3. Growth Management Area

Mr. Ballstadt presented information to the Board regarding the current map for growth management as well as the potential future growth management area. He stated that the growth management area is defined within the Comprehensive Plan, which was last updated in 2016. The Planning Commission is responsible for adopting the Land Use Map which identifies the corporate town limits as well as the potential growth plan.

Mr. Ballstadt stated that the current growth plan accounts for a potential population of 100,000 residents total. He also went over various areas that are potential annexations into the Town limits

4. Executive Session

**Board Member Tokunaga moved for the Board to enter into an Executive Session at 7:12 am; Board Vice Chairperson Medina seconded the motion. Motion carried unanimously.**

An executive session pursuant to Colorado Revised Statutes § 24-6-402 (4)(b) to confer with the Town Attorney for the purposes of receiving legal advice on specific legal questions (water storage and water rights project); Ian McCargar, Town Attorney.

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 acquisition.

Recording and minutes paused during executive session.

**The Board returned to the regular meeting at 8:07 am.**

**E. COMMUNICATIONS**

1. Regional Water Issues Meeting with Greeley, June 12, 2019 2:30pm

Mr. Thornhill and representatives of the Town will meet with Greeley to discuss maps and inventory relevant assets and projects, current delivery systems, NISP infrastructure,

opportunities for partnerships limits of 1041 and 404 permitting risks for pipelines and treatment plants, the dynamics of treating water near Glade Reservoir, opportunities for drought protection and storage, and review the existing Inter Governmental Agreement (IGA).

2. Northern Water's Conservation Gardens Fair recap

Chairman Bielawski stated that the fair was well done and there was a lot of information there. He mentioned it might be something to promote to residents next year

3. Upcoming Northern water Tours:

- a. East Slope: June 27 and September 18
- b. West Slope: August 15

4. Water Literate Leaders class applications due June 24

**G. ADJOURN**

**Board Chairman Bielawski moved to adjourn the meeting at 8:22 am; Board Vice-Chairperson Medina seconded the motion. Motion carried unanimously.**

Submitted by:



Erin Porter, Utility Billing Administrative Specialist