



WATER AND SEWER BOARD REGULAR MEETING
October 14, 2020 – 6:30 a.m.
Meeting via Zoom
Windsor, CO 80550

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 | Greg Bielawski |
| | Vice-Chairperson | Carlos Medina |
| | Secretary | Janene Willey (absent) |
| | Youth Advisory Board Member | Hunter Rivera (absent) |
| | | Darell Zimbelman |
| | | Milt Tokunaga |
| | | Milton Geiger |
| | | Gale McGaha Miller |
| | Town Board Liaison | Ken Bennett |

Also present:

Director	John Thornhill
Water Resources Administrator	Leif Lesoing
Storm Water Resource Manager	Janine Hegeman
Civil Engineer	Doug Roth
Customer Service Manager	Mike Lucero
Utility Billing Admin Specialist	Erin Porter
Northern Engineering	Stephanie Thomas
Ambient H2O	Preston Montoya
Property Owner Representative for Proposal Under Review	David Tschetter

- Review of Agenda by the Board and Addition of items of New Business to the Agenda for Consideration by the Board
There were no new agenda items considered.
- Public Invited to be Heard
There was no public comment.

B. CONSENT CALENDAR

There were no items on the consent calendar.

C. BOARD ACTION

- Minutes of September 9, 2020 Regular Meeting
Board Vice Chairperson Medina moved to accept the minutes for the September 9, 2020 meeting; Board Member Geiger seconded the motion. Motion carried unanimously.
- EONE Proposal
Northern Engineering presented a proposal to the Board to install an EONE System for the Village East Project, located at the North West corner of Weld County Road 21 and Highway 392. The EONE System is a type of closed pump system that is an alternative to the Town's existing gravity system.

The Consolidated Law Ditch located in the Village East Eighth Filing was previously deepened and oversized to serve as a flood control channel. The work was part of the Law Floodplain Residential Flood Risk Reduction Project, which was completed in 2016.

It is not possible to gravity drain sanitary sewer under the oversized Consolidated Law Ditch due to the depth of the existing sewer interceptor west of the ditch. Therefore the commercial development portion of Village East must be serviced by pumped sewer.

The proposal put to the Board is to service the commercial portion of the development with EONE sewage grinder lift pumps. Each business would have an individual EONE pump connected to a common force main. The common force main is proposed to discharge to the gravity sewer system located on the west side of the Consolidated Law Ditch.

Mr. Montoya, a representative from Ambient H2O described the EONE system and how the pumps and grinders would operate.

Ms. Thomas from Northern Engineering presented the proposal to utilize the system in the commercial portion of the Village East subdivision. The existing properties that are south of the proposed development are currently on septic, and they would be able to connect to the proposed system if their existing systems fail and or the properties are annexed into the Town limits.

The metro district would contract with Ambient H2O to service the system annually, and all maintenance would be the responsibility of the metro district and the individual property owners.

The Board discussed the proposal and the pros and cons of allowing the system.

Staff recommended that the proposed EONE system be considered for approval contingent upon agreement that the force main, EONE pumps, and all the associated appurtenances be owned and maintained by the metro district serving the subdivision.

Board Vice Chairperson Medina moved to approve the exception based on staff recommendation, Board Member Geiger seconded the motion. Motion carried unanimously via roll call vote.

D. PRESENTATIONS AND DISCUSSION

1. MS4 Permit Information

Ms. Hegeman presented an update on the Municipal Separate Storm Sewer System (MS4) permit. She stated that the Municipal Code has been updated under Section 13 Article 5 for Stormwater Quality, and all Program Description Documents (PDDs) have been completed.

There are five pollution prevention programs in place, including Public Education and Outreach, Illicit Discharge Detection and Elimination, Construction Sites, Post Construction, and Municipal Operations. There is also one public involvement process required. There was also a file system set up for tracking documentation and fast turnaround for EPA/State/resident requests for information.

Results to date for 2020 are:

- Public Education and Outreach – Facebook posts on various programs, slides currently running on the Town’s television station, “Windsor Matters” newsletter and e-newsletter, and other water bill inserts were completed so far.
- Illicit Discharge Detection and Elimination – The Regulatory Mechanism and Exemptions is in place, and two emergency clean up companies are under contract when needed. The storm sewer system map is available in the WING map, and construction inspectors are starting to upload new storm sewer data into the GIS system, and a new GIS tech was hired to help with mapping. Items currently in progress include identification of priority areas, training, PDD section updates, and working out procedures with the Police and Fire Departments.
- Construction Sites Program – the PDD is complete, there have been 49 sites permitted, 8 projects fully stabilized and completed, 450+ inspections completed, 48 operator compliance inspections accepted, 6 overlapping MS4 agreements in place, 2 sites under investigation by the Colorado Department of Public Health and Environment (CDPHE) for construction without a permit, 13 CDPE ROW only inspections, dirt hauling registration process developed, and a GESCP modification form was developed to ensure continuity of coverage. Items currently in progress include site plan and development agreement reviews, pre-construction meetings all on-site with COVID-19 social distancing, site inspections done via the phone app, training a Safebuilt Inspector to assist with single lot inspections, PDD updates, and development of construction sites training.
- Post-Construction Program – the PDD and an update to the Town’s Drainage Criteria Manual were completed as of July 1, 2020. Items in progress include reviewing all submitted plans for post-construction program elements, training for engineers and consultants, and inspections of post-construction stormwater management structures per the MS4 permit requirements.
- Municipal Operations Program – the PDD was completed on July 1, 2020, a new decant facility was installed, and bulk fuel storage upgrade was completed at the Public Services campus, Runoff Control Plans (RCPs) with aerial photos to outline specific activity areas in the facilities, 21 standard operating procedures were outlined to prevent stormwater pollution, and the completion of a crosswalk with all the facilities and the activities/SOPs in place at them to create the RCPs for each municipal facility. Items that are in progress include creating an inspection template, annual facility inspections that will begin November/December 2020, and online training is underway for Public Services employees who will implement/impact the program.

The MS4 permit is up for renewal in 2021, so there may be some updates and changes.

E. COMMUNICATIONS

1. Town of Windsor Outdoor Voluntary Water Reduction of Use

The Town is asking residents to voluntarily reduce their use of potable water starting October 1, 2020 due to the updates and maintenance planned for Horsetooth Reservoir. This was communicated via a press release and a bill insert.

F. ADJOURN

Board Vice Chairperson Medina moved to adjourn the meeting at 8:06 am; Board Members Tokunaga and Geiger seconded the motion. Motion carried unanimously.

Submitted by:

A handwritten signature in cursive script, appearing to read "Erin Porter".

Erin Porter, Utility Billing Administrative Specialist