



**WATER AND SEWER BOARD SPECIAL MEETING**  
**March 21 – 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 Chairman Kenton Brunner called the meeting to order at 6:32 a.m.

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|---------------------|--------------------------|----------------------------|
| 1. <u>Roll Call</u> | Chairperson              | Kenton Brunner             |
|                     | Vice-Chairperson         | Jack Goodell (absent)      |
|                     | Secretary                | Julie Cline                |
|                     |                          | Darell Zimbelman           |
|                     |                          | Jeff D’Agosta (absent)     |
|                     |                          | Carlos Medina              |
|                     |                          | Greg Bielawski (via phone) |
|                     | Town Board Liaison       | Cindy Scheuerman           |
|                     | Town of Severance Liason | John Holdren               |

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|---------------|-----------------------------|-------------------|
| Also present: | Director of Engineering     | Dennis Wagner     |
|               | Director of Finance         | Dean Moyer        |
|               | Town Clerk/Acting Manager   | Patti Garcia      |
|               | Customer Service Supervisor | Jessica Scheopner |
|               | Utility Billing Clerk       | Erin Porter       |
|               |                             | Ron Lay           |
|               |                             | Wes LaVanchy      |

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 changes to the agenda requested.
3. Public Invited to be Heard  
There was no public comment.

**B. CONSENT CALENDAR**

None

**C. BOARD ACTION**

1. Water Rate Study

Mr. Moyer introduced Mr. Lay from Stantec Consulting, who has been working with staff on a water rate study to help plan ahead for funding the Northern Integrated Supply Project (NISP).

Mr. Lay presented information to the board on where current funding levels, projected funding levels, and the gap between the two. The rate study made assumptions for funding, and included known fixed costs and estimated variable costs based on historical data. Capital Expenses include \$90.9M NISP expense between 2018 and 2027, \$2.3M for non-NISP projects annually and a potential \$25M Water Treatment Plant in 2027. It is estimated that our water service providers, Greeley, North Weld County Water District, and the Fort Collins/Loveland Water District will increase what they charge the Town

by 3% annually. The models that were created from this data were put into three different scenarios for growth, 100%, 75%, and 50%.

The financial goals that were identified through the rate study include maintaining combined debt service coverage at target levels, maintaining adequate reserve requirements of 90 days cash on hand, balancing rate impacts from users and development, and adequately funding future treatment and water resource needs including NISP.

The scenarios discussed included estimated growth, an annual rate increase and an additional NISP fee that would be charged developers on new building permits. All scenarios that project 100% growth factor in the \$25M Water Treatment Plant cost. The scenarios are below.

Scenario	Growth	Annual Rate Increase	Additional NISP Fee
1	100%	5.00%	\$16,400
2a	75%	5.00%	\$46,000
2b	50%	5.00%	\$86,000
3a	75%	15.00%	\$16,400
3b	50%	23.25%	\$16,400
4	100%	31.20%	\$0

The Board discussed the various scenarios and how they would impact growth, development, and current water customers.

Chairman Brunner requested information scenario information for water rate increases of 7.5% and 10%. Mr. Lay stated he would update the model scenarios including those numbers and would remove scenarios 2b, 3a, 3b, and 4, and email them to Board Members for any comments before they make the presentation to the Town Board.

#### D. COMMUNICATIONS

1. Staff

Ms. Porter advised that winter averaging numbers were in and would be in the new billing. Mr. Brunner asked about the average water used daily for residents, Mr. Wagner said in 2017 for non-dual systems 266 gallons per household were used per day, for dual systems, 148 gallons per household were used per day.

2. Board

Chairman Brunner advised that Northern Water had appointed a new manager.

#### E. ADJOURN

**Board Member Zimelman moved to adjourn the meeting at 7:52 am; Board Member Medina seconded the motion. Motion carried unanimously.**

Submitted by:



Erin Porter, Utility Billing Clerk