



WATER AND SEWER BOARD SPECIAL MEETING
November 7, 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.

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| 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 |

Also present:	Director of Engineering	Dennis Wagner
	Director of Finance	Dean Moyer
	Director of Public Works	Terry Walker
	Water Resources Manager	John Thornhill
	Communications Manager	Kim Overholt
	Customer Service Supervisor	Jessica Scheopner
	Utility Billing Clerk	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

There was nothing to accept

C. BOARD ACTION

1. 2019 Water, Sewer and Drainage budgets
Mr. Moyer reviewed the preliminary budget with the Board. He explained specific line items for revenue and expenditures for each of the water, sewer, and storm drainage budget.

In the water budget, on-call pay, lines maintenance, tap fees, Kern Reservoir loan payments, transmission mains, NISP funding, raw water and non-potable revenue were discussed.

The sewer budget remained relatively consistent from 2017 other than some additional chemical maintenance requirements.

In the storm drainage budget, mosquito spraying and capital improvement projects were discussed.

Board Vice-Chairperson Medina moved to approve the budget; Board Member Willey seconded the motion. Motion carried unanimously.

D. PRESENTATIONS AND DISCUSSION

1. Windsor's Water Efficiency Plan and Community Outreach

Mr. Thornhill presented information on the Water Efficiency Plan to the Board. He discussed the history of Windsor's efficiency efforts and new, ongoing and complete activities for implementation. The ongoing activities include meter testing and replacement, system wide audits, control of apparent losses, water line replacement, toilet and washer rebate programs, and residential water audit kits. The Town Board has also looked at Water Wise Landscaping, but at this time only for non-residential accounts.

There are a few ordinances that have been implemented including water waste ordinances and watering restrictions between May 1 and September 30, restricting watering between 10am and 6pm. There has been some staff discussion about landscape design ordinances and restrictions, but mostly commercial at this point.

The Town does several educational activities throughout the year including bill inserts, website communication, social media, the Water Wagon, the Xeric Demonstration Garden at Treasure Island, xeriscape classes, and garden in the box programs. In 2017, the Town also did a Water Wise Seminar and the Mayors Challenge. Currently, funding is not up to the average conservation program cost of \$2-\$5 per resident, the Town spends about \$0.33 per resident. The 2019 budget is the same as 2018 due to staff transition, but in future more money in the budget will be requested.

Ms. Overholt then spoke to the marketing and communication around the efficiency plan. She stated that she wanted to move away from the term conservation and move more towards sustainability language. She identified the current plan on communicating rate increases in future, stating that the rate increase education work part and parcel with conservation and sustainability.

The communication plan includes various types of communication so as not to turn residents off so that they don't hear the message. She plans to gently educate residents through many outreach activities including newsletter articles, press releases, improving the website, social media, video, fact sheets, brochures, the annual water report, an annual facilities tour, and other communications with developers, builders, businesses, and schools.

E. COMMUNICATIONS

1. Staff

Mr. Thornhill stated that the cash-in-lieu rate was increased first on October 1st, 2018 to \$41,500 per acre foot as discussed in the regular October meeting, but that the CBT cost has been increasing so quickly that the rate was again increased on November 1st, 2018 to \$47,500 per acre foot.

2. Board

The Board discussed highlights of the recent Northern Water tour that was made available to residents on October 19th.

Chairperson Bielawski provided information about the Northern Water Fall Water Users Meeting in Fort Collins on November 14th.

F. ADJOURN

Board Vice-Chairperson Medina moved to adjourn the meeting at 8:35 am; Board Member Tokunaga seconded the motion. Motion carried unanimously.

Submitted by:

A handwritten signature in blue ink, appearing to read "Erin Porter". The signature is cursive and somewhat stylized.

Erin Porter, Utility Billing Clerk