



TOWN BOARD WORK SESSION

September 9, 2019 - 5:30 PM

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board

AGENDA

1. Meet The Board - New Employees
2. Single-Family Residential Raw Water Requirements
3. Future Meetings Agenda

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.



MEMORANDUM

Date: September 9, 2019
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Human Resources
Re: Meet The Board - New Hires
Item #: 1.

Background / Discussion:

Last Name	First Name	Title	DOH	Supervisor
Berolo	Daniel	Utility Technician Water	8/26/2019	Terry Walker
Ward	John	Parks Maint. Operator	8/26/2019	Eric Lucas
Colyn	Steven	Police Officer	8/12/2019	Chief Rick Klimek
Arnold-White	Joseph	Police Officer	8/12/2019	Chief Rick Klimek



MEMORANDUM

Date: September 9, 2019
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: John Thornhill, Community Development Director
Re: Single-Family Dual Use Residential Raw Water Requirement
Item #: 2.

ATTACHMENTS:

- Single-Family Residential Dual Use Raw Water Requirement



MEMORANDUM

Date: September 5, 2019
To: Town Board
Thru: Shane Hale, Town Manager
From: John Thornhill, Community Development Director
Re: Single-Family Residential Dual Use Raw Water Requirement

Background / Discussion

In order to provide a safe, reliable water supply in perpetuity, the Town of Windsor requires developers to furnish water rights to meet the increased demands of new development.

Sec. 13-2-80. – Grant of Water Rights of the Town Municipal Code states:

(a) All premises requesting original water service from the Town shall furnish to the Town, without cost to the Town, water rights in the following amounts:

(1) Single-family residential with separate non-potable irrigation system: 0.25 AF per residence, plus a seventeen percent (17%) shrinkage factor, for a total of 0.29 AF;

Staff has received several requests recently to evaluate the raw water dedication requirements for *single-family residential dual use systems (a separate non-potable system provides irrigation water)* in Windsor. An analysis on water demand was performed for all dual-use systems in Windsor. Table 1 lists the average annual demand for single-family residential dual use systems by year:

Table 1

	Average Monthly Consumption by Year (gal)	Use/Year Gal	Use Pre Shrink (AF)	With Shrink (AF)
2011	5,534	66,402	0.20	0.24
2012	5,761	69,128	0.21	0.25
2013	5,051	60,615	0.19	0.22
2014	4,761	57,134	0.18	0.21
2015	4,703	56,441	0.17	0.20
2016	4,578	54,935	0.17	0.20
2017	4,351	52,213	0.16	0.19
2018	4,327	51,924	0.16	0.19
Average	4,883	58,599	0.18	0.21

Table 1 shows that Windsor’s use has steadily declined to an average of .21 acre-feet (with 17% shrink). The current requirement is based on an average demand of .25 acre-feet + 17% shrink for a final dedication value of .29 acre-feet. Part of the discussion on what the final requirement is should be centered around whether the Town of Windsor should use an “average” demand or for example, a higher demand such as 2012. The year 2012 was extremely hot and dry and water usage even in dual-use systems reflected the increase in demand. The Town should also consider including a drought safety factor built into the calculation to ensure we can meet the needs of residents through an extended period of drought.

Staff has also re-examined the shrink value used in determining the final dedication value. Table 2 below confirms the 17% shrink is still appropriate at this time.

Table 2

	Values in AF			Required Transfers w/Shrink		
	Use at the Tap	Required At the Plant ¹	Calculated Shrink	30% Greeley	10% FCLWD	10% NWCWD
2013	1,772	2,079	17%	847	371	861
2014	1,825	2,138	17%	847	371	920
2015	1,886	2,204	17%	847	371	986
2016	1,995	2,325	17%	847	371	1,107
2017	2,016	2,348	16%	847	371	1,130
2018	2,071	2,408	16%	847	371	1,190
			Average			
			17%			

As future demand increases, the location of where that demand is treated can have a significant impact on the shrink values for dedication. Currently, most of the new demand will be treated and delivered through North Weld master meters which could potentially lower the shrink value the Town uses. On the other hand, as the Raindance subdivision continues to build out and brings online the Greeley Loveland Irrigation Companies water, that water will have to be treated at the Boyd Lake Water Treatment plant, resulting in a much higher shrink assessment.

Another important component of raw water dedication is the value of credit assigned to the sources of supply the Town will accept. Currently, the Town of Windsor accepts Colorado Big Thompson Units (C-BT) and North Poudre Irrigation Shares. Each share of North Poudre comes with four units of C-BT. Each unit of C-BT currently

¹ This represents the amount of water Windsor is required to transfer per the respective Water Service Agreements with North Weld County Water District, The City of Greeley, and the Fort Collins Loveland Water District. This number does not include system losses in Windsor’s system or unaccounted for water.

is credited with .7 acre-feet of water for dedication. In regards to raw water dedication, the discussion should include whether the Town should continue to use the average yield of C-BT or potentially use a lower yield to develop a drought safety factor into the raw water calculation. The following matrix shows the amount of units that would be required based upon what yield would be given per unit of C-BT and the associated dedication requirement per permit in acre-feet.

Dedication/Yield Matrix		Dedication Requirement Single-Family Res Dual-Use (AF)		
		0.29	0.25	0.21
CBT yield/unit - AF		CBT Units Required per Permit		
Average	0.7	0.41	0.36	0.30
Planning	0.6	0.48	0.42	0.35
Firm	0.5	0.58	0.50	0.42

The impact of yield on the Town’s water supply is shown in Table 3 below. While most years still provide enough water to meet demands with excess supplies being rented out to agriculture, a firm yield value currently only provides an 8% safety factor. Table 4 shows the historic yields of the C-BT system. When the next extended drought period comes, the Town again could be found in a situation where demands cannot be met with existing supplies and the Town will have to find additional supplies in a drought situation as well as implementing strong drought restrictions. The amount of risk the Town is willing to take should be factored into the decision making process of raw water dedication.

Table 3

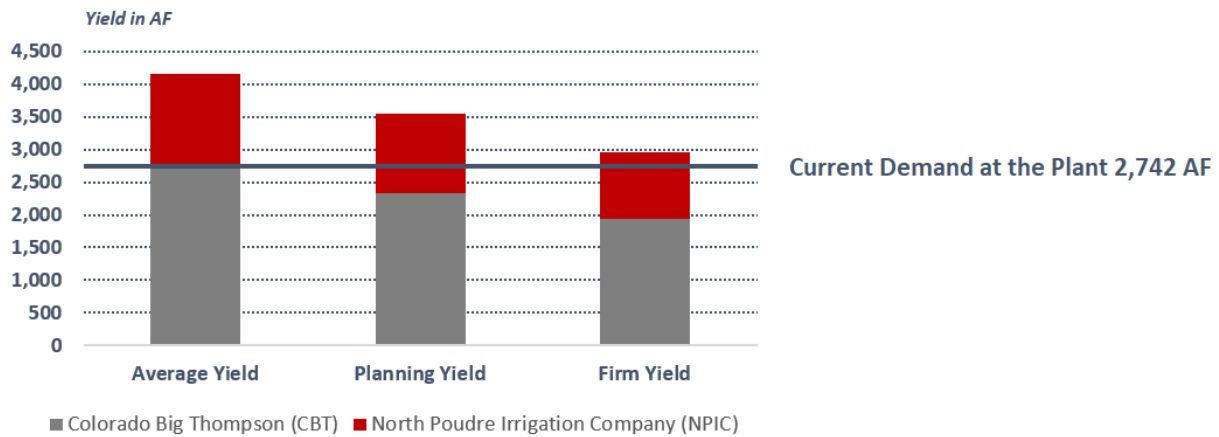
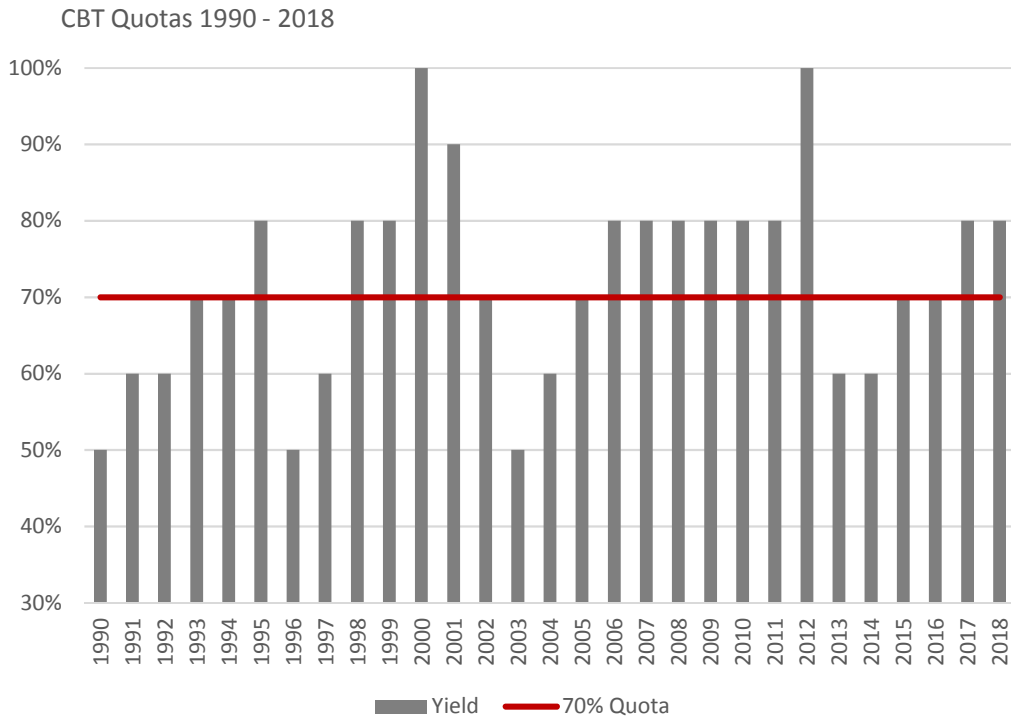


Table 4





MEMORANDUM

Date: September 9, 2019
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Shane Hale, Town Manager
Re: Future Meetings Agenda
Item #: 3.

ATTACHMENTS:

- Future Meetings Agenda



FUTURE TOWN BOARD MEETINGS

September 11, 2019 6:00 p.m.	Special Meeting: Joint meeting with Town Board and Downtown Development Authority
September 16, 2019 3:00 p.m.	Town Board Work Session – Public Works Facility CIP Discussion
September 23, 2019 5:30 p.m.	Town Board Work Session MS4 Follow-up Discussion Air Quality Monitoring Discussion
September 23, 2019 7:00 p.m.	Town Board Regular Meeting
September 30, 2019	Fifth Monday – No Meeting
October 7, 2019 5:30 p.m.	Town Board Work Session Budget Meeting – Overview, Human Resources/Benefits and Parks, Recreation and Culture
October 14, 2019 5:30 p.m.	Budget Meeting – Public Works, Facilities, Fleet, Planning, Legal, Engineering and Finance
October 14, 2019 7:00 p.m.	Town Board Regular Meeting
October 21, 2019 6:00 p.m.	Town Board Work Session Redistricting Presentation Downtown Development Authority Budget Presentation Windsor Housing Authority Discussion
October 28, 2019 5:30 p.m.	Town Board Work Session Budget Meeting – Police, Administrative Services, Economic Development
October 28, 2019 7:00 p.m.	Town Board Regular Meeting
November 4, 2019 6:00 p.m.	Town Board Work Session
November 11, 2019	Town Board Work Session – Cancelled due to Veterans Day
November 18, 2019 6:00 p.m.	Town Board Work Session

Additional Events

September 21, 2019	Coffee with the Mayor, Community Recreation Center, Windsor, CO 7:30-9:00 a.m. – attending: Melendez, Bennett, Rennemeyer, Sislowski
September 25, 2019	Joint Board Meeting, Severance, CO – attending: Melendez, Jones, Rennemeyer, Baker, Wilson
September 26, 2019	Dessert and Dish, The Grillhouse and Sand Bar at Pelican Lakes, Windsor, CO 7:00-9:00 p.m. – attending: Melendez, Baker, Wilson, Rennemeyer
October 3, 2019	CML District 2 Meeting, Pelican Lakes, Windsor, CO 4:00-7:00 p.m. – attending: Rennemeyer, Melendez
October 19, 2019	Coffee with the Mayor, Safeway Starbucks, Windsor, CO 7:30-9:00 a.m. attending: Melendez; Sislowski, Rennemeyer
November 16, 2019	Coffee with the Mayor, Coffee House 29, Windsor, CO 7:30-9:00 a.m. – attending: Melendez
December 5, 2019	Transportation Master Plan Open House, WSFR Station No. 1, 4:00-7:00 p.m.
December 7, 2019	Transportation Master Plan Intercept Event in conjunction with Windsor Wonderland
December 21, 2019	Coffee with the Mayor, Senior Jalapeno, Windsor, CO 7:30-9:00 a.m. – attending: Melendez, Sislowski, Rennemeyer

Future Work Session Topics

- Investment Strategy Discussion
- Land Use Code Update meeting with Planning Commission (next code section in series) – Planning
- Economic development/retail needs at 60,000 population
- Transportation Master Plan