



TOWN BOARD WORK SESSION

September 23, 2019 - 5:45 PM

1st Floor Conference Room, 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. MS4 Permit Process and Fee Discussion-SafeBuilt
3. Air Quality Monitoring Discussion
4. 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 23, 2019
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Brad Sorenson
Re: Meet The Board - New Employees
Item #: 1.

Background / Discussion:

Last Name	First Name	Title	DOH	Supervisor
Gonzalez	Elia	Guest Service Coordinator	9/3/2019	Eric Lucas
Eisenbraun	David	Sr. Planner	9/9/2019	Scott Ballstadt
Keith	Nikol	Guest Service Coordinator	9/19/25019	Eric Lucas



MEMORANDUM

Date: September 23, 2019
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Janine Hegeman
Re: MS4 Permit Process and Fee discussion - Safebuilt
Item #: 2.

Background / Discussion:

At the Town Board Work Session on August 12, 2019, a request was made for a detailed listing of the services that Safebuilt could provide the Town of Windsor for MS4 compliance review and inspection of single lot (single family home) construction. Attached is a menu of fee options. These pass-through fees would be charged to the home builder, collected by the Town as a portion of the building permit application fee, and then paid to Safebuilt through their accounting processes with the Town.

With Option #3, Safebuilt permit technicians would process the permits, and little to no impact to Windsor's permit technician is expected. Safebuilt would also review the plot plans to ensure conformity with Windsor's MS4 requirements. The Town's Stormwater Program Coordinator would conduct quality control oversight and maintain MS4 permit-required responsibility for this single lot portion of the construction program to manage Windsor's exposure to compliance issues with the state.

The MS4 permit annual report requires a listing of all construction inspections conducted. Safebuilt has a mechanism in place to provide this upon request, and this would be a provision of the contract the Town would undertake with Safebuilt. This contract will be separate from the building inspections contract currently in place and would be for a one-year term with multiple one-year options.

Financial Impact:

SAFEbuilt Fees for MS4 Single Lot Inspections (per lot):

OPTION 1:

Indicator (drive by, perimeter only, every 14 days, estimate 8-10 inspections)

Total estimated inspection cost = \$40 per lot

OPTION 2:

The above inspections, plus-

Routine (includes initial, thorough, every 45 days) = \$60 (estimate 4 inspections)

Compliance/Complaint (within 7 days of a failed inspection) = \$40 (estimate 2 inspections, no rebates)

Inactive (stabilized or work stoppage) = no additional fee

Winter Conditions (frozen ground, report only) = no additional fee

Final Stabilization (required to release bond) = \$20 (estimate 1 inspection)

Total estimated inspection cost = \$160 per lot

OPTION 3:

The above inspections, plus-

Permit intake, processing, and plan review.

Total estimated cost for single lot MS4 Permit processing and cradle to grave inspections = \$200 per lot

Impact on Town staff:

It is anticipated that Safebuilt permit technicians working here at Town Hall will accept permits enter them into CommunityCore, and forward to Safebuilt for review. There would be a stipulation of the fee payment before, or at the time of, building permit pick up.

No impact to the routine of Windsor's permit technician is expected. The Stormwater Program Coordinator will take all calls and questions and manage enforcement situations.



MEMORANDUM

Date: September 23, 2019
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Scott Ballstadt, Director of Planning
Re: Air Quality Monitoring Discussion
Item #: 3.

Background / Discussion:

The enclosed presentation slides provide a general overview of the history and substance of example air quality monitoring programs in the City and County of Broomfield, Garfield County and the City of Longmont. Each jurisdiction has invested substantial, albeit varying, amounts of time and funding into their respective efforts. The final presentation slides include some information regarding potential air quality monitoring options for further Town Board discussion.

ATTACHMENTS:

- ▢ Staff Presentation - Air Quality Monitoring Programs



Air Quality Monitoring Example Programs

September 23, 2019



Broomfield Example

- May 2016 – Began discussing supplement to their oil and gas operator agreement
- January 2017 – Imposed a moratorium on oil and gas operations
- February 2017 – Initiated a Comprehensive Planning Process for Oil and Gas Operations and subsequently created Oil and Gas Comp Plan Committee
- August 2017 – Oil and Gas Comp Plan Committee presented Comp Plan Update to City Council



Broomfield Example

- August 2018 – City Council approved an agreement with Ajax Analytics to perform air quality monitoring and testing
- Broomfield, along with Ajax Analytics, CSU, CDPHE, and the National Center for Atmospheric Research are executing the broad-scale air quality monitoring program to monitor Broomfield air quality any potential impacts from oil and gas



Broomfield Example

- Broomfield issued a request for proposals (RFP #18-012) for air quality testing near the proposed Extraction well sites and in nearby neighborhoods, as well as for development of a webpage to report air quality monitoring results.
- Broomfield received eight proposals. A committee of staff, consultants, and citizens narrowed those to the three highest ranked proposals, which were then sent to Adams County staff and staff of the Colorado Department of Public Health and Environment (CDPHE) for comment.
- It is the combined proposal of Colorado State University (CSU) and Ajax Analytics that the RFP committee is recommending to City Council for consideration of a contract.

Broomfield Example

- The cost is \$1,179,775 for the initial set up and first year term expiring December 31, 2019. If annually renewed, the cost for initial set up and monitoring for four years shall not exceed \$2,339,324. It is proposed that revenues from oil and gas activities be used to fund the program.
- Resolution No. 2018-150 authorizes an agreement with Ajax Analytics, in the amount of \$1,179,775, for air quality testing. The amounts due under the agreement in 2018 equal \$715,955. Amounts due in 2019 equal \$463,820.
- Resolution No. 2018-153 provides the necessary funds in Broomfield's 2018 Public Health operating budget to pay for the increased costs associated with the agreement with Ajax Analytics for oil and gas monitoring in 2018 by using a portion of the beginning fund balance available in the County General Fund.



Broomfield Example

2018

- Scientists at CSU and Ajax established 18 testing locations throughout Broomfield. A 19th location was added in January 2019 to collect data from the Acme pad in Erie.
- On October 4, 2018, Colorado State University and Ajax Analytics deployed the first four whole air samplers (6L stainless steel canisters) to collect weekly time-integrated air samples as part of Broomfield's Community-Scale Air Quality Monitoring Project.

Broomfield Example

- Two canisters were located near the sites of future oil and gas activities, one was located near the Anthem Ranch neighborhood, and the fourth was located near Broomfield County Commons Fields. These samples will be used to establish baseline concentrations of ambient volatile organic compounds (VOCs) including benzene, ahead of future oil and gas extraction activities.
- Installation of the City and County of Broomfield air quality monitoring stations at 19 locations on existing poles or tall fence posts installed by Ajax Analytics.
- For sites without existing street light poles, Ajax Analytics installed 12' fence posts. The monitoring stations were deployed in early December and January. The public portal was available in February 2019.



Broomfield Example

- **Ajax/CSU**
- Summa canister sampling continues. The data is anticipated to be summarized and reported in the 1st quarterly report in April 2019.
- All 19 air monitoring stations have been installed and are operational. (See the updated map above.) As of February 2019, over 2,600,000 data points taken already as part of the monitoring station validation process.
- The public portal was released in February 2019.

Broomfield Example

- **National Center Atmospheric Research**
- NCAR completed the proof of concept for use of the drone to measure air quality measurements vertically.
- Once the data has been published as part of a paper being submitted by Lizzie Asher from NCAR, it will be available to Broomfield.
- NCAR data going forward will be summarized and included in the quarterly reports.



Broomfield Example

- **Colorado Air Monitoring Mobile Lab (CDPHE)**
The baseline data obtained by CAMML from October 29 to November 16 is currently being validated through the quality assurance process that CDPHE uses.
- Broomfield will be notified when the report is available.
- Data collected in Broomfield will be linked in the quarterly reports.

Garfield County Example

2005

- Garfield County invested in, and embarked on, a 2-year air quality monitoring study to begin characterizing ambient air quality in the County.
- The study initially focused on characterizing air quality from Glenwood Springs to Parachute in order to gather and establish some initial baseline measurements.
- Ambient air quality has been characterized with specific attention to particulate matter of 10 microns or less (PM10) and volatile organic compounds (VOC).



Garfield County Example

PRESS RELEASE

October 30, 2012

Commissioners approve funding for air emissions study surrounding natural gas drilling and completion operations

GARFIELD COUNTY, CO – The Garfield County Board of County Commissioners (BOCC) has signed a formal agreement with Colorado State University (CSU) to provide substantial funding for an academic study to collect data on air emissions surrounding well pad activities in Garfield County. The BOCC committed \$1 million towards the \$1.77 million study from its Oil and Gas Mitigation Fund. The balance of study funding will come from gifts to CSU, including from oil and gas companies. The air emissions study will be conducted over a three-year period beginning in the fall of 2012, and concluding in the fall of 2015.



Garfield County Example

November, 2012 to June, 2016

- Colorado State University (CSU) conducted a study characterizing air emissions from natural gas drilling and well completion operations in Garfield County, Colorado.
- The study provides a comprehensive assessment of air toxics, ozone precursors and greenhouse gas emission rates from natural gas well drilling and completion operations to date.
- CSU researchers collected air samples from three activities during new well development: drilling, hydraulic fracturing ("fracking"), and flowback. They quantified air emission rates and dispersion of air toxics, ozone precursors and greenhouse gases during each of these processes.

Longmont Example

- In accordance with the objectives of Longmont's Sustainability Plan and 2018-2020 Work Plan Goals, the City proposes to conduct a regional air quality monitoring study designed to capture overall ambient air quality within and around the City associated with oil and gas emissions on the east side of the city in the vicinity of Union Reservoir.
- A second monitoring location on the west side of the City is proposed to collect additional data in support of the City's overall air quality goals, including greenhouse gas emissions as recommended in the City Sustainability Plan.



Longmont Example

Longmont has contracted with Dr. Detlev Helmig of Boulder Atmosphere Innovation Research to complete the data monitoring and analysis. Dr. Helmig is renowned in this field and recently performed air quality monitoring for Boulder County Department of Public Health at the Boulder Reservoir.

Longmont Example

- Longmont's proposed air quality monitoring study is estimated to cost \$403,341 for the Union Reservoir site and \$154,905 for the west Longmont site.
- Funding for the study will come from the 2019 Sustainability Program Funds as well as oil and gas royalty revenues.
- Costs to install the necessary building enclosures to store and shelter the equipment, towers, and other site improvements are estimated to be approximately \$50,000 for both sites.



Examples Summary

City & County of Broomfield

- 2016 to 2019
- Total 19 testing stations, 3 canisters at each oil & gas pad, and mobile testing
- Working with CSU & Ajax Analytics
- \$1,179,755 initial setup + first year air quality monitoring

Garfield County

- 2012 to 2016
- Testing stations provide live data for Rifle, Carbondale, and mobile testing
- Worked with CSU
- \$1 million toward air emissions study (2012-2015)

City of Longmont

- 2018 to 2019
- Testing stations at Union Reservoir & west side of city
- Working with Dr. Detlev Helmig of Boulder Atmosphere Innovation Research
- \$558,246 air quality monitoring + \$50,000 site improvements



Potential Air Quality Monitoring

RFP - In order to design a program and conduct air quality monitoring, the Town could issue an RFP soliciting qualified entities to:

- Design Program - determine equipment/staff needs, conduct preliminary testing to identify testing locations, etc.
- Establish Protocols – determine testing intervals/timing, determine what will be done with collected data, establish protocols for responding to data, etc.)
- Laboratory Analysis - review of air samples, maintenance of testing equipment, etc.



Potential Air Quality Monitoring

\$250,000 placeholder in 2020 CIP Budget

Air Sampling Canisters





MEMORANDUM

Date: September 23, 2019
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From:
Re:
Item #: 4.