



WATER AND SEWER BOARD REGULAR MEETING
August 12, 2020 – 6:30 a.m.

https://windsorgov.zoom.us/webinar/register/WN_x5bNC3KFTThulf5_iWYNB4Q

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 2nd day prior to the meeting to make arrangements.

AGENDA

A. CALL TO ORDER

1. Roll Call
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

B. CONSENT CALENDAR

C. BOARD ACTION

1. Approval of Minutes

D. PRESENTATIONS AND DISCUSSION

1. Water and Sewer Board Secretary and vacant position
2. City of Aurora Purchase of GWIP Whitney Shares
3. Review of Water and Sewer Board Bylaws
4. Water Supply Update

E. COMMUNICATIONS

1. Upcoming events:

- NISP 1041 Larimer County Commissioners
 - Aug. 17, 2020, 6:30 p.m. – presentations only, available via FCTV Channel 14 or online, here: <https://www.larimer.org/bocc/commissioners-meetings/internet-broadcasts-commissioners-meetings#/lu/>. In person seating in the hearing room will be limited on a first-come-first-served basis.
 - Aug. 24, 2020, 2:00 – 5:00 p.m. and 6:30 to 10:00 p.m. for public testimony in person or via Zoom.
 - Continue to Aug. 31, 2020, 3:00 – 5:00 p.m. and 6:30 to 10:00 p.m. for public testimony, if needed.
 - Continue to Sept. 2, 2020, 6:00 p.m. – Commissioner deliberation and decision.
 - Registration will be available on August 3rd to sign up to speak for 3 minutes per person starting Aug 24th. The Sign-up Form will be available at <https://www.larimer.org/planning/NISP-1041>.

F. ADJOURN



WATER AND SEWER BOARD REGULAR MEETING
May 13, 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 6:31 a.m.

- | | | |
|---------------------|-----------------------------|------------------|
| 1. <u>Roll Call</u> | Chairperson | Greg Bielawski |
| | Vice-Chairperson | Carlos Medina |
| | Secretary | Julie Cline |
| | Youth Advisory Board Member | Hunter Rivera |
| | | Darell Zimbelman |
| | | Milt Tokunaga |
| | | Milton Geiger |
| | | Janene Willey |
| | Town Board Liaison | Ken Bennett |

Also present:

- | | |
|----------------------------------|----------------|
| Public Services Director | Eric Lucas |
| Community Development Director | John Thornhill |
| Water Resources Administrator | Leif Lesoing |
| Public Works Division Manager | Ken Breneman |
| Utilities Supervisor | Charwon Walter |
| Customer Service Manager | Mike Lucero |
| Utility Billing Admin Specialist | Erin Porter |

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 new agenda items considered.
3. Public Invited to be Heard
There was no public comment.

B. CONSENT CALENDAR

There were no items on the consent calendar.

C. BOARD ACTION

1. Minutes of March 11, 2020 Regular Meeting
Board Secretary Cline moved to accept the minutes for the March 11, 2020 meeting; Board Member Zimbelman seconded the motion. Motion carried unanimously.
2. Proposed Backflow Prevention & Cross Connection Control Ordinance
Mr. Lucas presented a new proposed Ordinance in regards to backflow devices. In 2016 the Colorado Department of Public Health and Environment implemented a rule that requires public water providers protect the potable water system from contamination. Windsor is currently not in compliance, and the first step towards compliance.

The new ordinance would authorize a survey of the system, and authorize access to private property to carry out that survey. Initially the focus would be on commercial properties, and eventually would extend to residential properties. The ordinance would require owners to control or remove cross connection. The ordinance would also allow for the collection of fees to administer the program, which is not needed or recommended now, but could be necessary in the future. It would also require recordkeeping by the Town.

Mr. Lucas then described what a backflow device is and its purpose in preventing contamination from outside sources into the potable water system. The board discussed the current system and the proposed ordinance.

Board Vice-Chairperson Medina moved to recommend the proposed ordinance to the Town Board. Board Secretary Cline seconded the motion. Motion carried unanimously.

3. Great Western Industrial Augmentation Lease

Mr. Lesoing presented information on an update to the augmentation lease with Great Western Industrial Park (GWIP). In 2017, the town entered into an agreement with GWIP to provide 65 acre-feet (af) of augmentation water annually. In the original lease agreement, the Town charged GWIP \$400 per af. The renewal at the lease will start at \$500 per af, and will increase as the price of water increases. This will make GWIP more likely to develop the non-potable plan at the site.

Board Member Geiger moved to recommend the approval of the new augmentation lease with GWIP to the Town Board. Board Secretary Cline seconded the motion. Motion carried unanimously.

D. PRESENTATIONS AND DISCUSSION

1. Water Supply Update

Mr. Lesoing presented the updated numbers for the current water supply. 2019 annual demand was higher than it had been in previous year. The South Platte Basin Snowpack is 103% of average, and the Colorado Basin Snowpack is at 91% of average.

The three-month projection shows slightly warmer than average, with slightly higher chance of more precipitation. The seasonal drought outlook indicates that Northern Colorado is still all right. Historical water usage is higher, and staff anticipates higher usage due to the current situation and people being home more to use services.

With Northern Water's 70% quota, the total Colorado Big Thompson (CBT) yield available is 3,631 af or 1,184 million gallons.

E. ADJOURN

Board Member Zimbelman moved to adjourn the meeting at 7:29 am; Board Member Tokunaga seconded the motion. Motion carried unanimously.

Submitted by:



Erin Porter, Utility Billing Administrative Specialist

AMENDED BYLAWS
Town of Windsor Water and Sewer Board
August 12, 2020

ARTICLE I, INTRODUCTION

- A. The Windsor Municipal Code authorizes the Water and Sewer Board to adopt bylaws for the transaction of business.
- B. The Water and Sewer Board adopted its most-recent Bylaws on December 8, 2010. The Water and Sewer Board, by its adoption of these Amended Bylaws, hereby revokes all previously-adopted bylaws are deemed repealed.
- C. Pursuant to the Windsor Municipal Code, this Commission shall be known as the Town of Windsor Water and Sewer Board, and may herein also be referred to as " Water and Sewer Board" or "the Board."

ARTICLE II, MEMBERSHIP AND OFFICERS

- A. Membership. The Water and Sewer Board shall be composed of members appointed by the Town Board in accordance with the Windsor Municipal Code.
- B. Officers. The Board shall elect a Chair, Vice-Chair, and Secretary.
- C. Officer Duties.
1. The Chair shall preside at all regular and special meetings of the Board and shall decide all points of procedure.
 2. The Vice-Chair shall assume the duties and responsibilities of the Chair in the Chair's absence.
 3. The Secretary shall keep, or cause to be kept, all records of the Board, and shall transmit all appropriate records to the Town Clerk to become part of the official Town records.
- D. Terms, Vacancies.
1. *Terms*. Board officers shall serve for a term of one (1) year and shall be elected annually at the first meeting of the Board in each calendar year.
 2. *Vacancies*. Officer vacancies shall be filled at the next regular meeting of the Board by election of the members. Officers elected to fill vacancies shall serve until the next regular election of officers.

2. *Alternate members.* In accordance with the terms and conditions outlined in Article IV below, Alternate Board Members may be appointed to serve on the Board as provided in Chapter 2, Article IX of the Windsor Municipal Code.

ARTICLE III MEETINGS

A. Agenda. The Chair shall prepare, or cause to be prepared, an agenda for every regular or special meeting of the Board.

B. Meeting Time. The Board shall meet monthly at a time and location designated by the Chair. These regular meetings may be postponed or rescheduled upon a vote by the Board. In the event there is insufficient business scheduled to come before the Board, the Director of Community Development or his or her Designee may cancel the respective meeting and shall in a timely manner provide written notice to the members of the meeting cancellation.

C. Meeting Notice. The Secretary shall prepare, or cause to be prepared and posted, a notice of each regular or special meeting of the Board. Such notice shall contain the prepared meeting agenda.

D. Special Meetings. Special meetings may be called by the Chair at the request of two (2) members, provided that notice of same, including an Agenda listing of all items to be considered is transmitted to each member of the Board or delivered to his or her residence at least forty-eight (48) hours prior to the time set for such meeting, and further provided that announcement of a special meeting, or any other meeting at which all members of the Board are present, shall be sufficient notice of such meeting. Formal action taken at a special meeting called in accordance herewith shall be considered as though it were taken in a regular meeting for those, and only those, matters referred to in the agenda contained in the notice of the meeting.

E. Public Meetings. All meetings of the Board shall be open to the public and shall otherwise be conducted in accordance with the Home Rule Charter and the Colorado Open Meetings Act.

F. Meeting Procedure. The Chair shall preside over all meetings of the Board. The Vice-Chair shall preside in the absence of the chair. If neither the Chair nor Vice-Chair are present, a majority of the Board shall select from its number a presiding officer for that meeting. Before official action may be taken on any matter at any meeting of the Board, a quorum shall be present and in session. A quorum is defined for purposes of these Bylaws as the presence of any four (4) members appointed pursuant to the Windsor Municipal Code.

G. Work Sessions. The Chair may from time to time call for work session meetings for the purpose of receiving information, hearing presentations, and discussing information, provided that no formal or informal action shall be taken at a work session.

H. Manner of Voting. The Chair shall call for a voice vote on any matter requiring official action by the Board. The Secretary shall enter affirmative and negative votes upon the minutes of every meeting.

I. Ethics. The members of the Board shall be bound by the Town's Ethics Code, found at Article V of the Town of Windsor Home Rule Charter. Each Board member will receive a copy of the Ethics Code upon taking office.

J. Order of Business. The order of business for all meetings proceed as appears on the agenda except that the Chair may rearrange the order of business upon the consent of a majority of the members present.

K. Minutes Retention. The Secretary shall keep, or cause to be kept, minutes and keep the same recorded to date, showing all material facts pertaining to each meeting and hearing, the vote of each regular member upon each matter, or those absent or failing to vote, and such other details as the Board or its chairman shall direct. The minutes of each meeting shall be approved by the Board at its next meeting.

L. Action to Town Board. The Secretary shall prepare, or cause to be prepared, the transmittal of official and formal actions of the Board to the Town Manager's office for scheduling before the Windsor Town Board as needed.

ARTICLE IV ALTERNATE MEMBERS

A. Authorization. The appointment of alternate members to the Board is authorized and governed by Section 2-1-70 of the Windsor Municipal Code, and all subsequent amendments thereto.

B. Attendance. Alternate members shall attend all meetings and/or work sessions except as otherwise specified by the Chair. Alternate members shall receive notification of all meetings and/or work sessions in the same manner as the regular members of the Board are notified.

C. Preparation. Alternate members shall be provided all materials provided to regular members in anticipation of meetings and/or work sessions. Alternate members shall review all such materials, and shall be prepared to participate at all meetings and/or work sessions.

D. Quorums, Vacancies and Recusals. Alternate members shall be seated as voting members for the following purposes:

(1) To achieve a quorum in accordance with Section III. F. above; or

(2) Having achieved a quorum, one or more regular members are not in attendance at a meeting; or

(3) In the event a regular member for any reason (including recusal) is unable to participate in the discussion and voting relative to an official and formal action.

E. Voting. Provided that all requirements for achieving a quorum and the additional criteria described in Section IV. D. above have been met, alternate members shall be accorded a vote upon any matter requiring action by the Board. In the event a conflict arises as to whether a regular member or an alternate member is to be seated, the regular member in attendance shall be seated and the alternate member shall not be accorded a vote.

ARTICLE V COMMITTEES

A. No Standing Committees. There shall be no standing committees of the Board.

B. Ad Hoc Committees. With the consent of the Board, the chairman may appoint *ad hoc* committees of the Board for special study or review. The appointment of *ad hoc* committees shall be specific as to purpose and duration.

ARTICLE VI AMENDMENTS

These Amended Bylaws may be amended by majority vote of a quorum of members present and in session at any regular meeting, provided that notice in writing has been given to each member at least ten (10) days prior to such meeting, or provided that such amendment was read into the record at the last-previous regular meeting of the Board.

THE WITHIN AMENDED BYLAWS WERE DULY ADOPTED BY THE TOWN OF WINDSOR WATER AND SEWER BOARD BY MAJORITY VOTE ON THE 12TH DAY OF AUGUST, 2020.

TOWN OF WINDSOR WATER AND SEWER BOARD

Chair

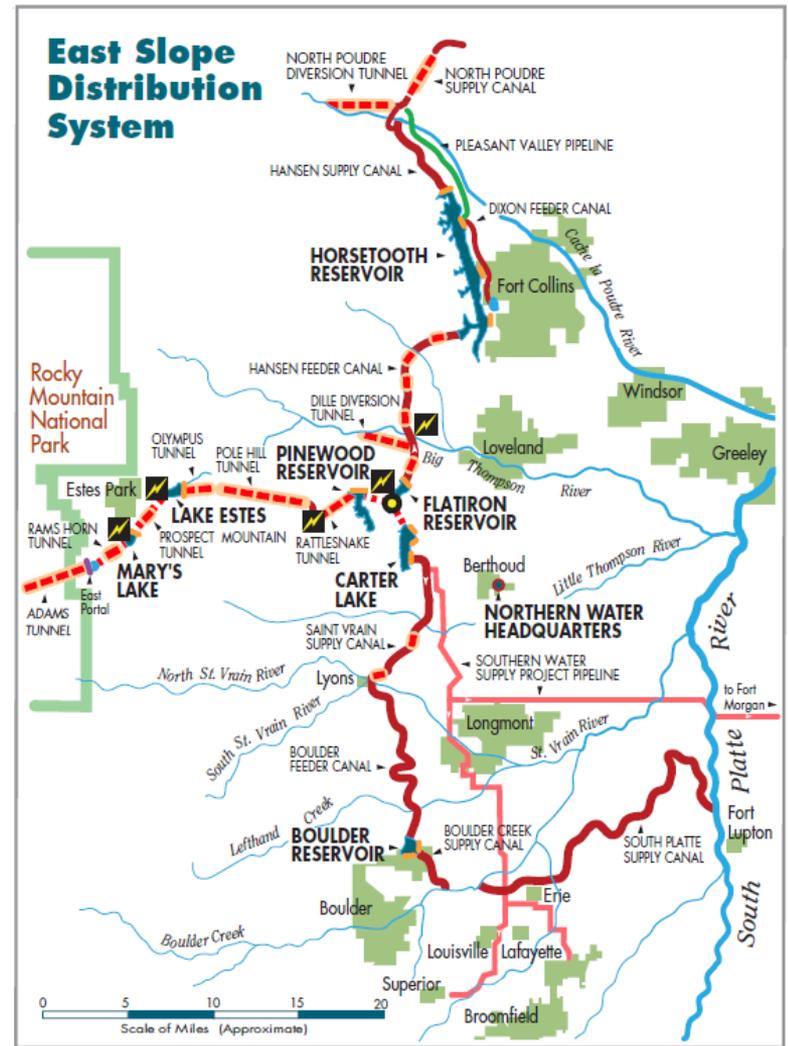
ATTEST:

Secretary



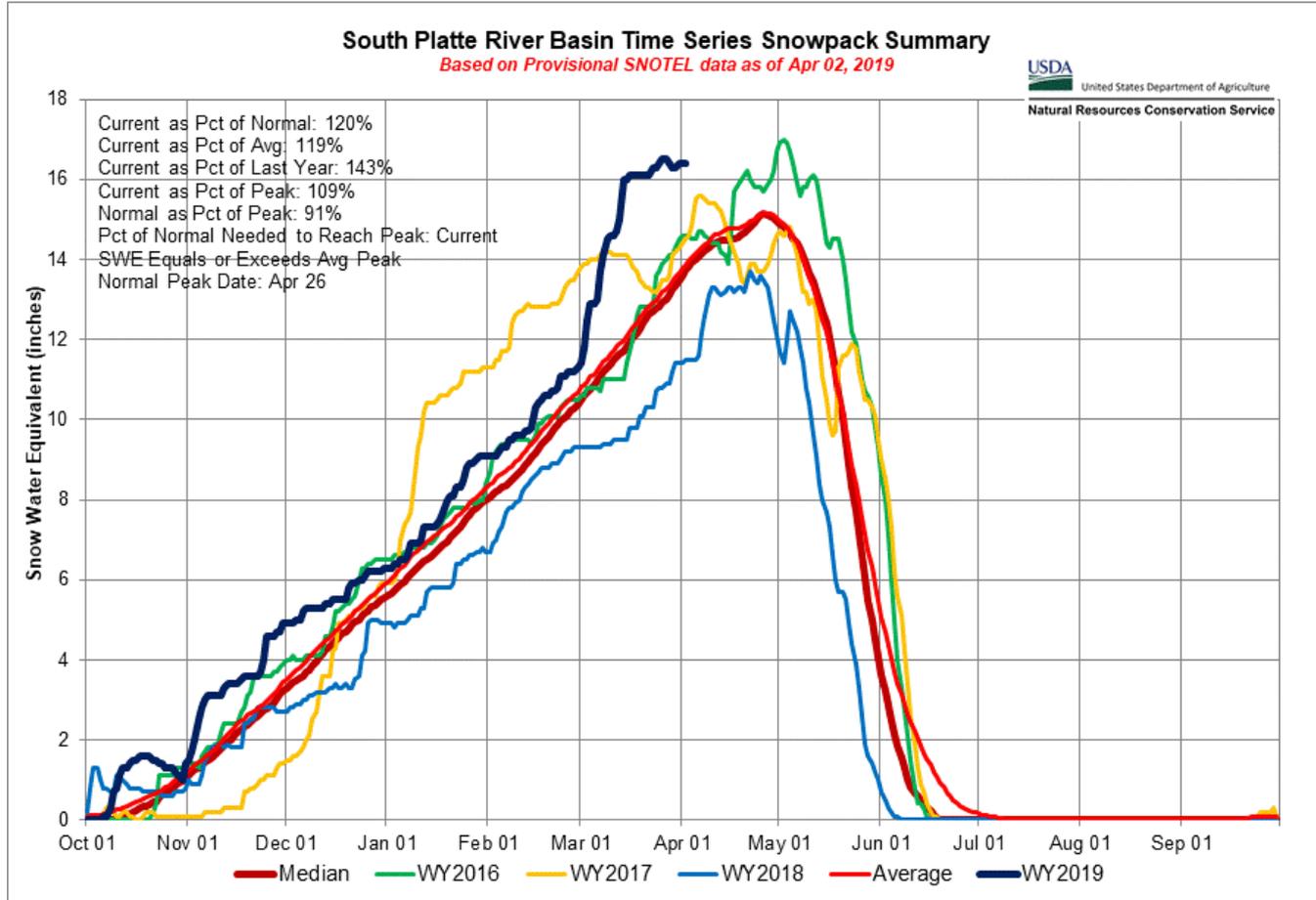
Water Supply Update

*Water & Sewer Board
August 12, 2020*



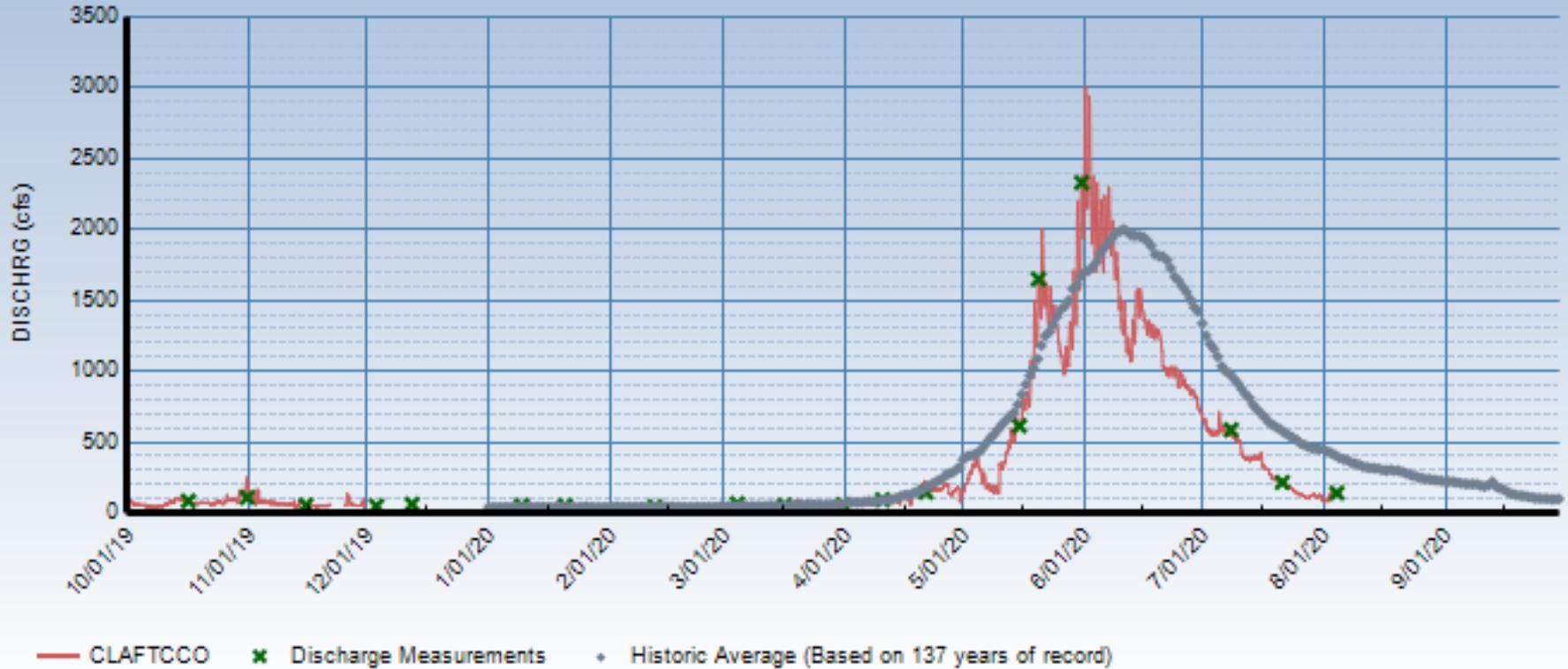


South Platte Basin Snowpack (SWE)





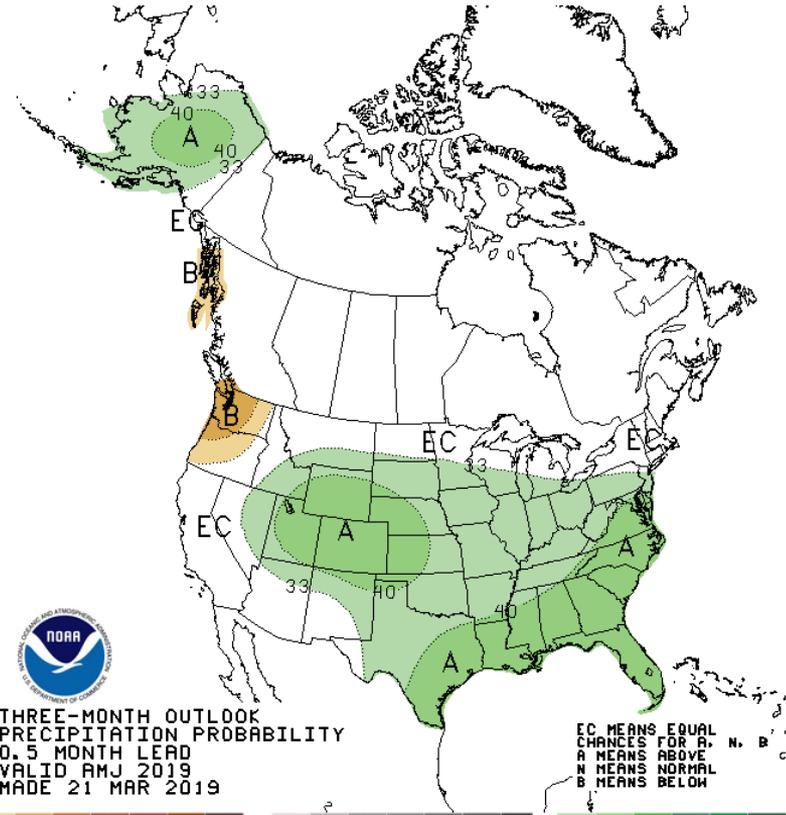
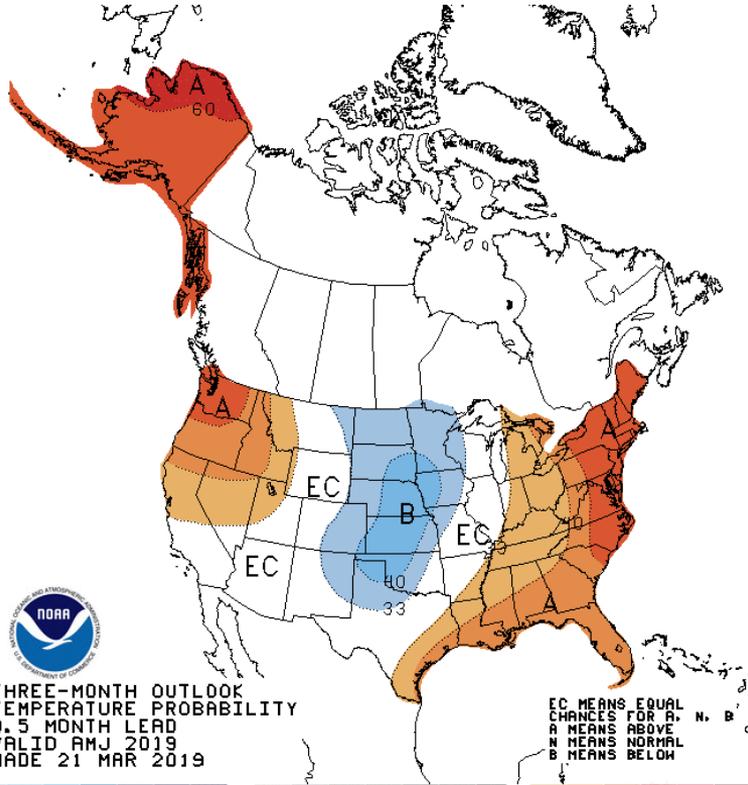
Flow at the Canyon Mouth Cache la Poudre River



Three-Month Outlook April 2020

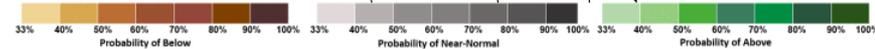
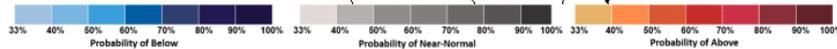
Temperature

Precipitation



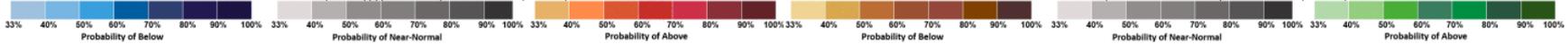
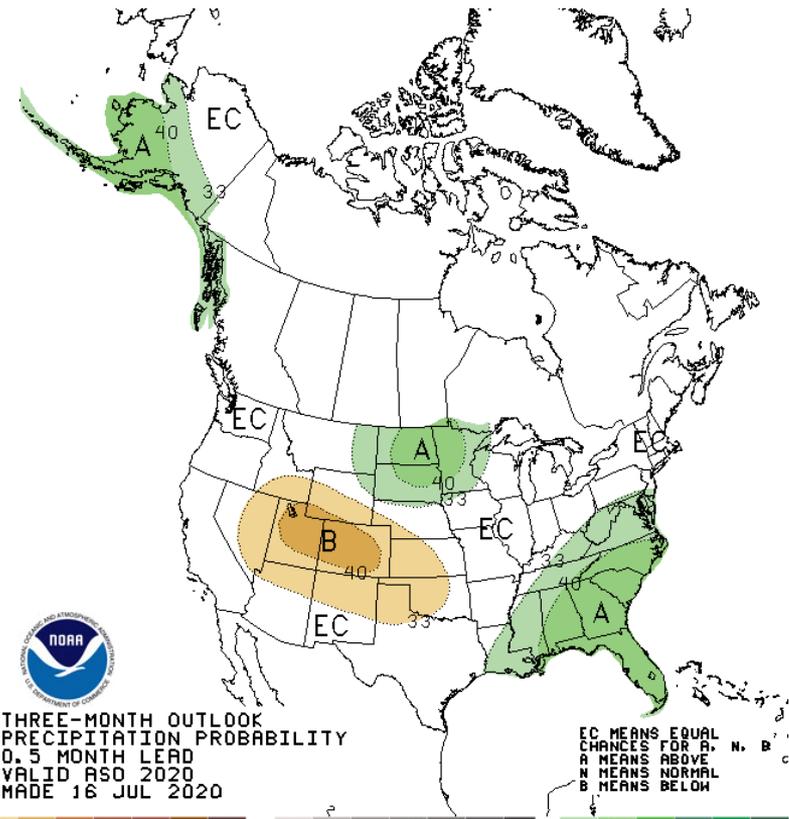
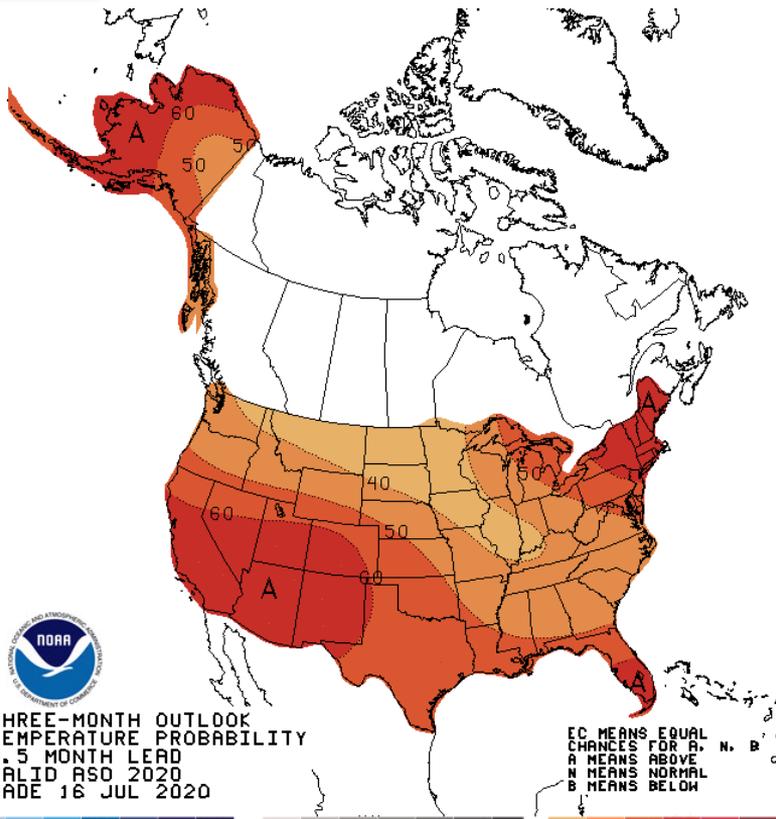
THREE-MONTH OUTLOOK
TEMPERATURE PROBABILITY
0.5 MONTH LEAD
VALID RMJ 2019
MADE 21 MAR 2019

THREE-MONTH OUTLOOK
PRECIPITATION PROBABILITY
0.5 MONTH LEAD
VALID RMJ 2019
MADE 21 MAR 2019





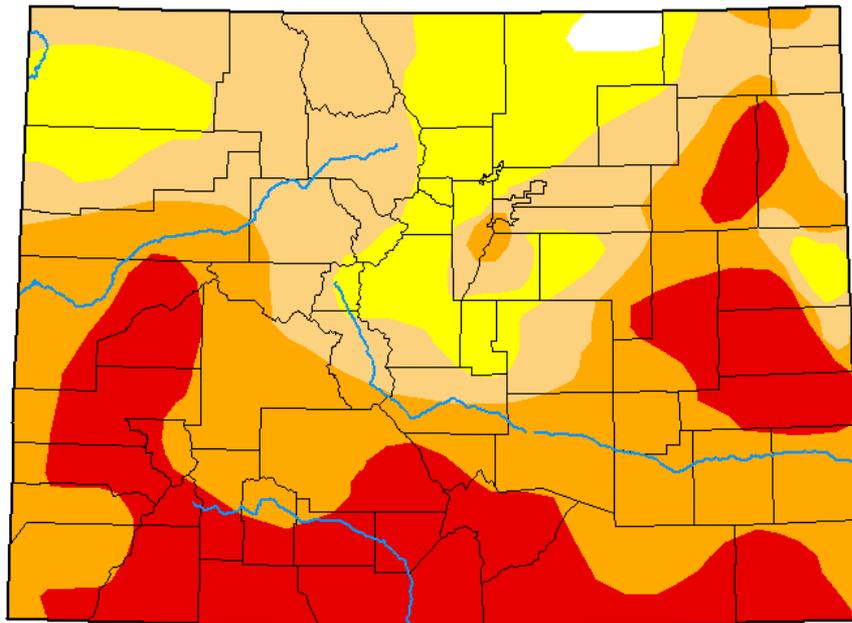
Three-Month Outlook August 2020





U.S. Drought Monitor Colorado

July 28, 2020
(Released Thursday, Jul. 30, 2020)
Valid 8 a.m. EDT



Intensity:

-  None
-  D0 Abnormally Dry
-  D1 Moderate Drought
-  D2 Severe Drought
-  D3 Extreme Drought
-  D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

Author:

Richard Heim
NCEI/NOAA



droughtmonitor.unl.edu



January through June demand by customer class

	2019 (MG)	2020 (MG)
in town residential	96.58	118.35
in town business	20.03	21.90
in town industrial	31.78	34.29
in town school	2.28	1.69
in town church	0.60	0.64
out of town residential	0.97	1.17
out of town business	0.00	0.00
out of town church	0.01	0.01
residential dual system	89.28	103.54
business dual system	5.99	6.58
landscape only	6.42	13.69
total through June (MG)	253.94	301.84
acre-feet total	779.60	926.64



2020 Projected Treatable Supply (80% quota)

Raw Water Supply		
	Number of shares	Yield in 2020 (acre-feet)
CBT variable quota (80%)	1,771	1,417 acre-feet
CBT fixed quota (70%)	2,101	1,471
CBT carryover		771
North Poudre Irrigation Co. CBT water	513.75	1,541 3.0 af/share
Total CBT available		<hr/> 5,200 acre-feet
NPIC CBT water rented and/or put into Windsor Lake		-
Carryover to 2020		774
Available water before shrinkage		4,425
Available water after 17.0% shrinkage		3,782 acre-feet

