



WATER AND SEWER BOARD REGULAR MEETING
September 9, 2020 – 6:30 a.m.

<https://windsorgov.zoom.us/j/93918359600>

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
2. Water and Sewer Board Bylaws Approval

D. PRESENTATIONS AND DISCUSSION

1. NISP Update

E. COMMUNICATIONS

F. ADJOURN



WATER AND SEWER BOARD REGULAR MEETING

August 12, 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 6:33 a.m.

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

Also present:	Director	John Thornhill
	Water Resources Administrator	Leif Lesoing
	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 May 13, 2020 Regular Meeting
Board Member Willey moved to accept the minutes for the May 13, 2020 meeting; Board Member Zimbelman seconded the motion. Motion carried unanimously.

D. PRESENTATIONS AND DISCUSSION

1. Water and Sewer Board Secretary and Vacant Position

Board Chairman Bielawski nominated Board Member Willey as the new Secretary for the Water and Sewer Board, Board Member Tokunaga seconded the nomination. There were no other nominations brought forth. Board Member Willey accepted the nomination and the position

2. City of Aurora Purchase of GWIP Whitney Shares

Mr. Lesoing informed the Board that the City of Aurora recently purchased 119 shares, or approximately 1/3 of the Whitney Ditch from the Great Western Industrial Park. They paid about \$16,500 per acre foot (af), or slightly over \$26 million.

The Town had planned on purchasing shares for future non-potable needs, namely for irrigating parks. Mr. Lesoing has been communicating with Aurora staff to try to come up with something that would come back to Windsor in some form.

Currently the water will be leased back to Broe for 10 years as the transfer goes through water court.

The Board discussed the sale and possible other options and opportunities that could be available to Windsor in the future.

3. Review of Water and Sewer Board Bylaws

Board Member Willey went through proposals to change the wording on some parts of the bylaws for clarity and grammar. Changes were also made to the voting procedure, changing the voting structure so that a roll call vote is only used if there is not unanimous approval by the Board in a voice vote.

4. Water Supply Update

Mr. Lesoing went over changes to the Water Supply from the last update. The Poudre River had peaked earlier and at a higher level than the historical levels, and quickly dropped off, leaving the water flow at a much lower level than normal.

As far as the drought monitor, Larimer and Weld Counties are not at a drought level, but we are abnormally dry.

In May, the Northern Board increased the quota to 80% in May, so the Town has more water available, so from the supply side, Windsor should be good.

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>.

Board Members are encouraged to sign up to provide public testimony and/or make public comments in support of NISP. Town staff will be able to work with members to write comments.

2. Northern Water Audit Availability

Board Member Tokunaga received a call from Northern Water advising him that there was some availability for free water audits available from Northern Water for entities such as HOAs, Metro Districts, and Municipalities.

F. ADJOURN

Board Member Geiger moved to adjourn the meeting at 7:42 am; Board Member Willey seconded the motion. Motion carried unanimously.

Submitted by:



Erin Porter, Utility Billing Administrative Specialist

AMENDED BYLAWS
Town of Windsor Water and Sewer Board
September 9, 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 which 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.

3. *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. It is further provided that announcement of a special meeting, or any other meeting at which a quorum of the Board is 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 the affirmative and the negative votes by Board member name 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 shall 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, 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 9TH DAY OF SEPTEMBER, 2020.

TOWN OF WINDSOR WATER AND SEWER BOARD

Chair

ATTEST:

Secretary