



WATER AND SEWER BOARD REGULAR MEETING  
October 9, 2019 – 6:30 a.m.  
2<sup>nd</sup> Floor Conference Room – 301 Walnut Street  
Windsor, CO 80550

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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:

- |                                  |                |
|----------------------------------|----------------|
| Community Development Director   | John Thornhill |
| Director of Public Works         | Terry Walker   |
| Director of Finance              | Dean Moyer     |
| Budget Analyst                   | Karl Gannon    |
| Utility Billing Admin Specialist | Erin Porter    |
| Administrative Assistant         | Kim French     |

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 additional items added to the agenda.
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 July 9, 2019 Regular Meeting  
**Board Vice-Chairperson Medina moved to accept the minutes for the September 11, 2019; Board Member Willey seconded the motion. Motion carried unanimously.**
2. Recommend to Town Board modifications to raw water dedication  
Mr. Thornhill discussed the presentation from the previous meeting and advised that the information had been presented to the Town Board as well. He stated that staff was confident in lowering the dedication of single family residential with dual-use systems to 0.25 acre feet (af), which includes all treatment losses.

He is also recommending lowering multi-family usage to 0.15 af from 0.18 af due to the improvement in fixtures and occupancy rates. He looked at other municipalities and the 0.15 af dedication is in line with what other areas are requiring.

The third change would be to lower the single family residential without a non-potable system factor from .58 af to .50 af per permit. There are few new buildings constructed that would fall into this category because all new developments currently are on a non-potable system, and the dedication will be looked at on a case by case basis for all other new single family residential non-dual buildings.

The fourth change would be for multi-family residential without a non-potable system. This would be in line with the other multi-family dedication rate of .15 af for the domestic portion but the outdoor dedication rate would be 3af/acre, which should cover any demand on the outside. This could also be reviewed on a case by case basis.

**Board Vice-Chairman Medina moved to submit the recommendation for the changes to the Town Board; Board Member Zimbelman seconded the motion. Motion carried unanimously.**

3. 2020 Water, Sewer, and Stormwater Budgets

Mr. Moyer stated that he wouldn't go through line by line on the budget, but he would go over highlights and answer any questions that the Board may have.

Starting with the Water Fund, the water-tap fees or plant investment fees are calculated based on the projected permits for single-family homes for the next year. Staff is currently working on water rates, and will be updating the Town information with Stantec, who were used previously in setting the last increase. Proposed rates will be presented to the Water/Sewer Board in November. The Board discussed these items as well as the projected cost of NISP for the coming few years.

The Board also discussed staffing, water tank maintenance, increases in water conservation, decreases in public relations, and upgrades to the SCADA system. There is also no money budgeted for buying water because going forward the Town will move to a 100% cash-in-lieu dedication.

The Sewer Fund has very few changes, but there will be a rate study next year. There will also be a master plan update for the sewer system this year so the Town will have a better idea of when the Town's wastewater treatment facility will reach capacity. There will also be some manhole rehabilitation.

The Storm Drainage Fund includes an additional equipment operator to help with the additional regulations from the MS4 permit. An environmental services cleanup contract was also added as an additional emergency resource. There will also be an increase in the storm water rates for this year.

**Board Member Tokunaga moved to submit the recommendation for the budget to the Town Board; Board Vice-Chairperson Medina seconded the motion. Motion carried unanimously.**

## **D. PRESENTATIONS AND DISCUSSION**

There were no presentations or discussions.

## **E. COMMUNICATIONS**

1. Water Literate Leaders presentation November 20,2019

Mr. Thornhill will be going to the Water Literate Leaders presentation on November 20, 2019 and will present Windsor's water story.

2. Status of anticipated applications to Northern Water for Water Efficient Landscape Grants – Nov 15 due date  
Board Member Tokunaga provided an update on the grant application his HOA is submitting. Board Chairperson Bielawski also provided an update on the grant application his HOA is submitting.
3. Upcoming Northern Water Meetings  
Mr. Thornhill provided the dates for the upcoming meetings for Northern Water to discuss NISP on 10/10/19 at 6pm and a work session with the Larimer County Commissioners on 11/13/19, and 11/20/19 will be the Fall Water Symposium.

## **G. ADJOURN**

**Board Member Willey moved to adjourn the meeting at 7:59 am; Board Member Tokunaga seconded the motion. Motion carried unanimously.**

Submitted by:



Erin Porter, Utility Billing Administrative Specialist