



WATER AND SEWER BOARD REGULAR MEETING
January 8, 2020 – 6:30 a.m.
2nd Floor Conference Room – 301 Walnut Street
Windsor, CO 80550

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 |
| | Youth Advisory Board Member | Hunter Rivera |
| | | Darell Zimbelman |
| | | Milt Tokunaga (absent) |
| | | Milton Geiger |
| | | Janene Willey |
| | Town Board Liaison | Ken Bennett |

Also present:

Community Development Director	John Thornhill
Storm Water Coordinator	Janine Hegeman
WWTP Supervisor	Dennis Markham
Customer Service Manager	Mike Lucero
Utility Billing Admin Specialist	Erin Porter
JUB Engineer Representative	Casey Young

2. Review of Agenda by the Board and Addition of items of New Business to the Agenda for Consideration by the Board

Town Board Liaison Bennett provided information about a series of educational programs that he and Town Board Member David Sislowski are putting together at the library about water. There is a potential for 2 sessions, the first would be 30 minutes about the history of water in Northern Colorado from the beginning of settlement to the CBT project, and a presentation from Mr. Thornhill about how Windsor gets its water, with another 30 minutes for a question and answer period. The second session would deal more specifically with the pipeline and the NISP project.

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 November 13, 2019 Regular Meeting
Board Member Zimbelman moved to accept the minutes for the November 13, 2019 meeting; Board Vice-Chairperson Medina seconded the motion. Motion carried unanimously.

2. Election of Officers

Board Member Zimbelman moved to keep current Board Officers in place for another year; Board Member Willey seconded the motion. Motion carried unanimously.

D. PRESENTATIONS AND DISCUSSION

1. Wastewater Utility Plan Presentation

Mr. Markham introduced Casey Young from JUB Engineers, the firm that had been working on the recently passed Wastewater Utility Plan Update. The original master plan for sewer utilities was approved in 2009, and it was decided that it was time to update it. The process was started late 2018 and wrapped up in 2019. This update gives the Town a better planning document plus its required for any site application that the Town may need to do in the future for any expansions or larger sewer interceptors. On January 1st 2020, some of the rules were changed for the utility plans which would be more onerous, so the Town wanted to have the new plan completed by then. The plan was approved on December 12, 2019, by the North Front Range Water Quality Association.

Mr. Young presented a brief overview of the updated plan. He first described the existing conditions, showing the current system and existing pipes and lift stations. He stated there was some upgrading in terms of biosolid management, but overall it is an effluent slush process. He listed the existing industrial discharges in town from Tolmar, Front Range Energy, Carestream, Vestas, Metal Container Corp., and Reliant Energy. He stated there is no existing IPT regulation within the Town for industrial discharge but that could be monitored in the future.

For future conditions, low, medium and high growth models were presented for population and expected sewer flows to get a good range, but the medium range was used to determine projections by 2040. They looked at current capacity and what would be needed based on the projections. The standard to determine expected flows is 90 gallons per capita per day, but Windsor is historically lower than industry standard at 58 gallons per capita per day.

Based on these projections, plant capacity is expected to be reached between early 2021 with the industry standard, but using the adjusted flow for Windsor, the expectation is capacity would be reached in 2025. Things that can explain the lower numbers for Windsor are more efficient fixtures, non-potable systems, newer pipes, and mitigation efforts.

The North Front Range Water Quality Planning Association required preliminary effluent limitations, but the report looked at all receiving stream water quality, which is more stringent than the requirement. By looking at this, the report outlined the concentration of metals and other things within the river, and projecting what the needs for the Wastewater Treatment Plant would need to be.

2. MS4 Update

Ms. Hegeman presented an update of the MS4 program. She stated that there is now a municipal code, Section 13 Article 5 in place, and that the Program Description Document (PDD) is continually being updated as required by the permit. The PDD is a document presentable to the CDPHE or EPA within 10 days of a request, and available to the public upon request

Three of the required five pollution prevention programs are underway, Public Education and Outreach, Illicit Discharge Detection and Elimination (IDDE), and Construction Sites. The two remaining, Post Construction and Municipal Operations will be complete by July 1, 2020.

For Public Education and Outreach, the PDD was completed in December 2018, and the program elements are reportable in the 2019 Annual Report to CDPHE. PDD section updates that are needed include a communications plan developed with Kim Overholt, which is scheduled for an update and review for 2020, and new opportunities continue to develop, such as HOA management training. This is estimated to cost \$600 annually.

For 2019, There were 2,354 people reached in the Facebook post on nutrients in stormwater on 8/1/19, 1,200 views for the Stormwater/nutrients/Cache La Poudre video released 10/25/19, 1,796 people reached with the Windsor Matters newsletter in September 2019 which highlighted the July Windsor Lake algae bloom and how to help prevent it, 846 views on the Stormwater webpage, and HOA management training for 9 managers.

For IDDE, the PDD was completed by July 2019, and the program elements are reportable in the 2019 Annual Report to CDPHE. Programs in progress include the completion of the WING map including the upload of new storm sewer data into GIS by the construction inspectors, the continued tracking and identification of priority areas with a request for emergency plans from local businesses, refresher training for Engineering, Parks, Public Works and the Water and Sewer Board. PDD section updates that are needed include a Regulatory Mechanism and Exemptions Municipal Code in place, with two emergency clean up companies on retainer, and procedures need to be worked out with the Police Department and the Fire Department. The estimated cost for this section is between \$1,000-\$20,000.

For 2019 there were 5 illicit discharges identified and eliminated.

For Construction Sites, the PDD was completed by July 2019, and the program elements are reportable in the 2019 Annual Report to CDPHE. Programs in progress include a site plan development agreement review, pre-construction meetings, site inspections with the phone app, contract negotiations with Safebuilt to assist with single lot inspections, the update of PDD sections, and development and delivery of Construction Sites training is needed. The estimated cost for this section is between \$1,500 and \$2,000. The receipts for 2019 for permit and reinspection fees totaled \$21,186.

For 2019, there were 40 single lot, COP and GESP applicable construction sites, one project was stabilized and completed, 139 reduced site inspections, 77 routine inspections, and 87 compliance inspections, totaling 303 total inspections. On October 1, 2019, the inspection frequency was changed from every other week to every 32-45 days with the blessing of the state. Ms. Hegeman attended 3 CDPHE inspections and held one construction sites training, delivered by the CSC.

For the Post-Construction Program, the PDD is scheduled to be completed by July 1, 2020, and the program elements are reportable in the 2021 Annual Report to CDPHE. Programs in progress include an update to Windsor's Drainage Criteria Manual to guide consultants designing water quality structures for projects in design for July and beyond with the expected release date in March, 2020, the planned completion of the PDD by March, 2020, training for engineers and consultants, and inspections of post-construction stormwater management structures per the MS4 permit requirements, scheduled to being July 2020. The estimated cost for this section is between \$1,000 to \$30,000.

For the Municipal Operations Program, the PDD is scheduled to be completed by July 1, 2020, with the exception of Bulk Fuel Storage, which is scheduled to be completed by July 1, 2021. The program elements are reportable in the 2021 Annual Report to the CDPHE. Programs in progress include 21 standard operating procedures, completion of a cross-reference document with all facilities to create the Runoff Control Plans (RCPs) for each municipal facility, setting up an inspection template in the

inspection software, completing the RCPs with aerial photos to outline specific activity areas in the facilities, and developing training for employees who will implement the program. There currently is a new decant facility for street sweepers and vehicle area being designed, and the bulk fuel storage tank is being proposed at the Public Works campus. The estimated cost for this section is \$15,000.

E. COMMUNICATIONS

1. Activity of the Windsor Citizen Outreach & Education Committee

Board Member Willey stated that there are 3 classes scheduled for the Homeowner's Bootcamp at the Community Recreation Center, presented by the CSU Extension Program in cooperation with the Water and Sewer Board. April 4 will be the Best Lawn on the Block, April 11 will be Tree Care and Selection, and April 18 will be Water-wise Landscaping. There will be no cost to homeowners and the Town will establish a registration process.

2. Dates of Upcoming Events

- a. New Cache La Poudre and Cache La Poudre Irrigation companies annual meeting is on January 8 at 9:00am
- b. North Poudre Irrigation Company Annual Meeting will be February 3, 2020 at 9:00am.
- c. Northern Water's Water Efficiency Program Stakeholder Meeting will be January 16, 2020 at 8:45am.
- d. Poudre River Forum will be February 28, 2020 from 8:30am-4:30pm at the Embassy Suites in Loveland.

G. ADJOURN

Board Member Zimbelman moved to adjourn the meeting at 7:43 am; Board Member Geiger seconded the motion. Motion carried unanimously.

Submitted by:



Erin Porter, Utility Billing Administrative Specialist