



WATER AND SEWER BOARD REGULAR MEETING
March 11, 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.

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 (absent)
		Janene Willey
	Town Board Liaison	Ken Bennett

Also present:

Community Development Director	John Thornhill
Water Resources Administrator	Leif Lesoing
Storm Water Coordinator	Janine Hegeman
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
Board Vice-Chairperson requested to add a recap and debrief regarding the recent event that the Ad Hoc Committee participated in. **Board Secretary Cline moved to add the agenda item; Board Member Willey seconded the motion. Motion carried unanimously.**
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 February 12, 2020 Regular Meeting
Board Secretary Cline moved to accept the minutes for the February 12, 2020 meeting; Board Member Willey seconded the motion. Motion carried unanimously.

D. PRESENTATIONS AND DISCUSSION

1. Review of Water and Sewer Board Bylaws

Board Chairman Bielawski asked about the orientation presentation for new board members. Ms. Porter advised the presentation is done through the Town Clerk's Office, and she would follow up

with Town Clerk Krystal Eucker about the presentation for all board members who have not gone through the training.

Water Resource Administrator Lesoing introduced himself and stated due to many emails and cross communication, he had reviewed the bylaws. He brought up Article III, Section E that states all meetings of the Board shall be open to the public. He said staff had been advised that two or more Board Members is considered a meeting. Because of this, meetings of the Ad Hoc Committee would need to be scheduled 48 hours prior to the meeting, posted, and an agenda set up just like a regular Board meeting.

Director of Community Development Thornhill stated that it is also best to have one point of contact between the Board and Town Staff. This lessens the miscommunication and additional work and time for Town Staff. Points of contact would be Mr. Lesoing and Board Chairman Bielawski for regular Board business, and Board Member Willey for the Ad Hoc Committee.

Board Member Zimbelman wanted to discuss Article III, Section H, which states All voting shall be by roll-call vote. The Board discussed whether the item could be changed and what the current process for voting is.

2. Planning for Water Education and Upcoming Events

Board Vice-Chairperson Medina provided information on the recent Innovation Fair that members of the Board had participated in. He stated that it went well, and there were some good conversations with community members. After the Fair, Ms. Hegeman took Board Members through a structured debrief session, and it became clear that the Board needed to develop the message that they wanted to send out to the community.

Vice-Chairperson Medina proposed that in future presentations, the participants focus on who and what the Water Sewer Board is, as well as Water Supply Education. Board Member Willey proposed having different levels based on the age of the audience.

Mr. Thornhill stated that program messaging like that takes time to build and develop. He brought up Greeley Water who had spent years developing their messaging. He said continuing to go to scheduled events to focus on educating the public on the purpose of the Water and Sewer Board was generating a first contact, and that future contacts could go into more depth as the messaging was developed.

Board Member Willey stated she wanted to know what upcoming events that the Town was planning and contributing to so that the event calendar could be planned rather than reacting to events the Board was not aware of. Mr. Thornhill stated that there were events every week relating to water that the Board could become involved with, but he advised because the Board was focused on the Yard and Garden Boot Camp, they should concentrate on the current events scheduled while the messaging was being developed.

Town Board Member Bennett updated the Water and Sewer Board on the upcoming events that he has been discussing with various entities to coordinate Northern Colorado Water Education. He is currently looking at scheduling a meeting between the various entities, including the Water and Sewer Board, the Tree Board, and the Poudre Heritage Alliance, to communicate and coordinate upcoming events.

E. COMMUNICATIONS

1. Upcoming Events:

- a. Poudre Pour, March 27, 2pm-6pm, Boardwalk Park Museum
- b. Homeowner's Landscape Boot Camp, Windsor Rec Center
 - i. April 4, 9am-11am, Best Lawn on the Block
 - ii. April 11, 9am-11am, Tree Care & Selection
 - iii. April 18, 9am-11am, Water-wise Landscaping
- c. Regional Water Education Presentations at Clearview Library
 - i. May 21, Roy Otto & John Thornhill
 - ii. June 2, Reagan Waskom & Brad Wind
- d. Northern Water Spring Water Users Meeting, April 7, 8:00am-1:30pm, Double Tree by Hilton, 919 7th Street, Greeley, CO 80634
- e. Harold Evans, Greeley Water and Sewer Board Presentation at May 13, Water & Sewer Board Meeting

G. ADJOURN

Board Secretary Cline moved to adjourn the meeting at 7:30 am; Board Vice-Chairperson Medina seconded the motion. Motion carried unanimously.

Submitted by:



Erin Porter, Utility Billing Administrative Specialist