AGENDA
Water and Sewer Board
Regular Meeting

September 18, 2014 - 3:30 p.m.

Water and Sewer Board packets are prepared several days prior to the meetings. This information is reviewed and studied by the Board, eliminating lengthy discussions to gain basic understanding. Timely action and/or short discussion on agenda items does not reflect lack of thought or analysis. An informational packet is available for public inspection, which is posted on the bulletin board adjacent to the Council Chambers as soon as its available, and which can be accessed Monday through Friday 8:00 a.m. to 5:00 p.m. excluding holidays.

1. CALL TO ORDER

2. ROLL CALL

Chairman:	**Jeff Oyler**
Vice Chairman:	**James Krenzel**
Commissioners:	**Lee Morrison**
	Glenn Snyder
	Vacant

3. APPROVAL OF MINUTES

4. CHANGES TO THE AGENDA

5. AGENDA ITEMS

a. **Updates –** Fred Starr, Public Works Director, and Andrew Rottman, Hill & Robbins
   i. NISP
   ii. Windy Gap
b. **Presentation of Design Build Alternatives for Waste Water Treatment Plants –** Carlos Medina, Olsson and Associates
c. **Proposed 2014 Water Rates and System Development Charges for the City of Evans Water Utility Enterprise**
d. **Proposed 2014 Sanitary Sewer Rates and System Development Charges for the City of Evans Wastewater Utility Enterprise Water & Sewer Rates**
e. **Staff Reports**
   i. **2014 Water Consumption Update –** Dawn Anderson, Acting City Engineer

6. CORRESPONDENCE

7. ADJOURNMENT

MINUTES
WATER AND SEWER BOARD
AUGUST 21, 2014 – 3:30 p.m.

CALL TO ORDER
Meeting was called to order by Chairman Oyler @ 3:45 p.m.

ROLL CALL
Present: Chairman Jeff Oyler, Vice Chairman James Krenzel, Board Member Glenn Snyder
Absent: Board Member Lee Morrison

OTHERS IN ATTENDANCE
Fred Starr, Director of Public Works
Dawn Anderson, Acting City Engineer
Carlos Medina, Engineer – Olsson and Associates
Andrew Rottman, Water Resource Attorney

APPROVAL OF MINUTES
Board Member Snyder made a motion to approve the minutes from June 19, 2014. Motion was seconded by Vice Chairman Krenzel. Motion passed with all voting in favor thereof.

CHANGES TO THE AGENDA
None

AGENDA ITEMS
a. Wastewater System / Wastewater Treatment Facility

i. Review of Talking points
Carlos Medina, Olsson & Associates, reviewed the talking points cards that were distributed to City staff (& had been mailed to W&S Board members).

ii. Internal Wastewater Treatment Facility Team
1. Teams Objective
An internal team has been formed to be sure to keep everyone informed as to progress. *Waste Water Project Team Organizational Chart - Attachment 1*
2. Monthly updates
CDPHE has requested monthly updates. These monthly updates will be formalized and distributed to CDPHE, Wastewater staff, and to W&S Board to keep all informed.

iii. Flood Related Work
1. Project work sheet for Evans Treatment Plant has been approved
Items that were damaged due to flooding last September. *Evans PW17 draft – Attachment 2*

iv. Grants
   1. State awarded Evans a CDPHE Natural Disaster Grant
      Funds from this grant will cover the 12.5% of the funds that have to be matched by the City of Evans. The City must pay for 12.5% of the total cost of the damages from the flood.
   2. City has applied for DOLA Mineral Grant
      About 40% of the preliminary design costs were covered by the CDPHE grand, and the DOLA (Dept of Local Affairs) Mineral Grant will cover the other 60%, if awarded.

v. Update on Wastewater Rate Increase
   CSU has not had many complaints. Carlos attended several Evans events, including Neighborhood Night Out & the Evans Safety Fair *(vi. 2 & 3 below)* and has gotten positive feedback without a lot of complaints.

vi. Public Relations Items
   1. Post Card, White Paper about increase
      First a postcard was sent, and then a paper went out with the bills explaining the rate increase.
   2. Neighborhood Night Out *(see above)*
   3. Safety Fair *(see above)*
   4. Evans Fest.
      Sept 6th - Carlos Medina will be there to answer questions regarding the WWTP, and Joni Crist, Utility Billing, will be there to answer questions regarding billing and make sure that the public has any information they want.

b. Water System

i. Water Master Plan
   1. Overview
      The water system, as a whole, and what capital improvements need to be made needs to be looked at. Upcoming decisions need to be made regarding Windy Gap and the rates on the water side. There is also a want and need to look at the non-potable system, what kind of improvements can be made that will keep Evans from going over its cap with Greeley. With all of that in mind we might want to look at doing a Water Master Plan. The last plan was done in 2005.

      We would like to get a DOLA grant to help fund the Master Plan. This one will be very comprehensive and will probably cost around $200,000. The 2005 Plan needs to be updated because there are several things that were not looked at in that plan, such as the non-potable system, rates, NISP, and Windy Gap.

Fred Starr noted that at the September W&S Board meeting we should have a proposal for sewer and water rates for 2015, so we can get that to Council by October; and those rates will go into effect by the 1st of the year.

It was asked if Greeley had raised their rates at all recently. Fred answered that they are not going to raise the system development fee this year. The status of the cap looks good this year and it looks like we won't have overcharges this year, but they are going to raise their bulk (wholesale) rates.

Discussion ensued regarding issues of raiding rates and how the public will negatively respond if Evans raises them too high. Many people live in Evans because they don't want to pay the high rates in Greeley. It was also noted that we will have to raise rates in order to have money to pay some of the big bills that will be coming up.

Fred informed the Board members that our assessment for Windy Gap for next year is about $225,000 and that's just the normal per yearly assessment. If it goes to permit next year then we have the obligation to buy the water from Greeley. Part of the reason for the rate adjustment is that we will have to pay off the money we borrow to pay off the permit.

When does the City decide to with NISP, or Windy Gap, or both? ... That is part of why we need to do a water study. It would look at the whole picture and tell us the benefit of going with Windy Gap or NISP vs the cost of one or both so that the W&S Board and City Council can decide.

Discussion ensued regarding the timing on Windy Gap going to permit; then it was asked how far out would the water study go, how long would it take to complete? Carlos said it would take about six months to a year to get all the information and have all the pieces. The studies usually go out about 20 years, but periodically need to be readjusted / updated.

The Board Members asked Andrew Rottman, Water Attorney from Hill & Robbins, if he had any insight regarding the issues of NISP or Windy Gap. He said that he didn't currently have any information, but he could check with his office to see what information they might have. He will report back at the September meeting.

2. DOLA Mineral Grant
   The DOLA Mineral Grant is in the process now; and it will help pay for 50% of the study, which is around $100,000.

   General question: Board Member Snyder asked about the Utility Task Force. Fred explained why the task force was created and that it has been dissolved.

c. Staff Reports

i. 2014 Water Consumption Update

Dawn Anderson, Acting City Engineer apologized that no handout was available because the bills just came in and there was not enough time to process the information into the spreadsheet. We still are looking good. Last month was higher than what we've been all year in regards to comparison of other years, but we were still under so far from previous months. Dawn noted that she will follow up with the July 2014 data sheets – *Attachment 3*.

We had concern within the City because we had several non-potable pumps go out, which puts more demand on the potable system. We were able to solve the issues and get some budget to get those fixed. The pumps that went out were Chappelow, Nevilles, and City Park.

Back before the flood Council approved an SRF loan to replace all the radios inside the city for the water meters. We were going to make sure that all meters in the City had radios on them and replace meters as needed. After the flood hit, that project got put on hold and never bid. We finally got it bid; only one contractor bid on it. Now, there are a lot of questions coming up about that project regarding the need to get into peoples' houses, and communicating that properly, to get this all done. We are trying to get it all scheduled on a route basis rather than just all over the City, and we are working with our Utility Billing Department because every time we change the equipment out, they have to make the corresponding changes in the billing system. It is going to add a lot of work for them as we go through this process.

This has become a project that is going to be critical because many meters have been estimating and we are trying to fix that issue so that we are getting the proper revenue. Some accounts have been estimating for an extended period of time and then they get their true billing after we get things replaced. There have been a lot of questions, and we want to be up front and honest with the residents; so we have been having a lot of meetings regarding that.

Chairman Oyler asked how many meters are needing to be replaced. Dawn answered that as they are estimating and they are coming in and we are figuring that out, our

Utility Billing is doing a work order, so our guys will go out and replace those. Fred Starr stated that the number of installation work orders for meters so far is 450. Dawn noted that the new system for the fixed rate read is just the radios; there are about 4100 new radios that will need to be installed. As we do that process, we will determine what meters need to be replaced, so we don't have an actual amount for the meters. The majority of the East side of Evans still has meters that are indoors; if it turns out that we are not needing to replace many meters and we have money left over, we would like to get them moved outside in pits. The radios are first, the meters, are second, and moving meters outdoors will be last. Hopefully, we will have an update on that next month when we will be in the process.

Dawn Anderson noted that on the Sewer side, we had a breakdown on our 1st Avenue headworks, but we weren't down on that for very long.

Fred started to explain how the water study the city requested DOLA funding for would look at the non-potable water system. Fred talked about how this would take a look at the non-potable rate and evaluate it'd the current rates cover the operation of the non-potable system if the potable water system revenues were covering the operation of the non-pot system. He went on to say that this might evaluate if the system should be a separate utility.

Board Members had a discussion regarding potable vs non-potable water being supplied to all citizens. The cost to water lawns for those who have no access to non-pot is much higher than those who have access to non-pot. Dawn noted that the issue was brought up with Council members in the past and that it was considered to be too expensive and just not feasible to be digging up streets/yards to put in non-pot systems. We have since passed that any new developments need to bring that in if at all possible. Pricing and systems were discussed. This will all be part of what's looked at with the new study.

The question was raised as to whether or not the Evans ditch water could be stored. Andrew Rottman noted that there is a 72 hour limit on the water storage, then you have to get it out or you will incur a storage fee. Water rights are needed for any of the new storage ponds that are being created.

ADJOURNMENT

Motion was made by Board Member Snyder and seconded by Vice Chairman Krenzel to adjourn the meeting at 4:45 p.m.

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LauraJane Baur, P.W. Administrative Specialist