



**TOWN OF WELLINGTON**  
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**BOARD OF TRUSTEES**  
February 19, 2019  
LEEPER CENTER – 3800 WILSON AVE.

**Work Session --7:30pm**

Agenda

1. CIP Update
2. Solid Waste IGA
3. Sewer Upsize for Sage Meadows
4. Wellington Strategic Plan
5. Debt Policy

## **WORK SESSION SUMMARY**

### **February 19, 2019**

Work session started at 7:30 p.m. and ended at 10:04 p.m.

Board members present Troy Hamman, John Evans, Tim Whitehouse, John Jerome, Wyatt Knutson, and Matt Michel.

Staff present, Ed Cannon, Kelly Houghteling, Pete Brandjord, Cody Bird, Bob Gowing, Cynthia Sullivan, Brad March and Mark Oberschmidt.

#### 1. CIP Updates

Mr. Gowing reviewed the timelines for the following project

- Streets – Bids for concrete & asphalt were received 2/7/19 and Contract award will be on 3/12/19. Construction to start on 3/12/19. Deadline for completion 7/12/19.

Garfield project bids received 1/31/19 to be awarded 3/12/19. Construction to begin 3/13/19. Deadline for completion 7/19/19.

Trustee Jerome asked if contract include errors & omissions clause. Mr. Gowing said that is standard in the contract form.

- Water Treatment Plant – Expansion – CMAR team meeting Friday.

Total completion of plant scheduled for 2/2021. There was discussion about time lines for equipment purchases.

Wilson Well - Start up approximately 5/2019. If not ready, then push to fall. Mr. Gowing explained the issues with the electrical installation.

- Waste Water Treatment Plant

Master Plan – RFP deadline 4/19/19 to be awarded 4/23/19. Final Plan by 2/10/20.

Blower/Digester – RFP deadline 3/20/19 to be awarded 3/26/19. Construction to start 9/3/19 and be complete 11/25/19.

Clarifier Upgrade – Contract awarded on 1/22/19. Construction to start 5/22/19 and be completed 11/5/19.

- Trail – RFP deadline 3/8/19 to be awarded on 3/26/19 for Phase 1. Construction to start 11/5/19 and be completed 3/23/20.

#### 2. Solid Waste Intergovernmental Agreement (IGA)

Mr. Bird gave an overview of the IGA. He suggested that the Town be included in the IGA to have a say in future policies. He reviewed how the following features would affect the Town and why we should be involved. Waste Material Management, Hauler Licensing, Yard Waste Material Management, Food Waste Material Management, Construction and Demolition Material Management, Single Stream

Recycling Material Management, and Public Education Programs. The Board directed staff check on the possibility of being included and to be a signor on the IGA.

### 3. Sewer Upsize for Sage Meadows

Mr. Bird addressed the issue of sewer lines needs as the Town grows. The current lines will not be large enough to accommodate future growth. He presented a diagram showing where a future oversized line could run. Sage Meadows has already agreed to put in a portion of the line in the next phase of their development. The line would need to be 30-inch diameter. The town has participated in the past with the oversizing of utility lines. He had also talked with the School District on oversizing the line for the future High/Middle School.

### 4. Wellington Strategic Plan

Mr. Cannon updated the Board on the two high level objectives that were defined at the July 23, 2018 Board/Staff planning session. Staff has reviewed the objectives and updated some of the wording, dates and developed a tactical action plan. The goal is for discussion about the plan and to bring a resolution to a Board meeting to adopt the Strategic Plan., The following items were discussed:

- Land Acquisition Policy
- Databases to inventory capital equipment, vehicles, facilities, and park equipment. Comment was to take out the \$5,000 minimum value and add everything owned by the town such as computers and tool. Mr. Cannon said the idea was to start with the larger equipment. Also, to utilize GIS program to log were equipment and facilities are located. Ms. Houghteling said staff is working on a process to log items from purchase to end of life.
- Alternative water supplies – Mr. Cannon said the Town has acquired North Poudre shares and we have been meeting with other entities.
- Waste Water Treatment Plant – Discussion about the how to address the size of the community that can be served with future expansion of the plant. Mr. Oberschmidt explained when the plant was built, and the first expansion was done. He said plant is currently a 1 MGD plant.

The Board would like to see a quarterly update.

### 5. Financial Policies

Mr. Cannon explained that these policies will help with preparing budget and managing our debt. This will also show that the town is fiscally responsible and will help with bond interest rate.

Mr. Brandjord reviewed the following Policies

- Draft Debt Policy – To manage long term obligations of capital acquisitions or improvements. The policy would cover Types of Debt and Financial Agreements; Debt Structure and Terms; Refinancing Debt; Limitations and Capacity; Issuance Process; and Debt Management.
- Fund Balance/Reserve Policy –There was discussion about minimum unassigned fund balance. Classification: Non-spendable Fund Balances; Restricted Fund Balances;

Committed Fund Balances: Assigned Fund Balances: Unassigned Fund Balances: and Minimum Unassigned Fund Balances.

- Investment Policy – Policy covers all Investments that are allowed. Mr. Brandjord did not all of them, did suggested more funds be placed into COLOTRUST account because it gets a good rate of return. He showed the investment returns for last month and estimates for February. He said our priorities are Safety, Liquidity, and Yield.