



BOARD OF TRUSTEES
June 8, 2021
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

MINUTES

A. CALL TO ORDER

Mayor Hamman called the meeting to order at 6:30 p.m.

1. Pledge of Allegiance
Mayor Hamman asked that all rise for the pledge of allegiance.
2. Roll Call
Mayor Troy Hamman
Mayor Pro Tem Wyatt Knutson
Trustee Jon Gaiter
Trustee John Jerome
Trustee Rebekka Kinney
Trustee Ashley Macdonald
Trustee Tim Whitehouse

Also Present:

Patti Garcia, Town Administrator
Kelly Houghteling, Deputy Town Administrator
Dan Sapienza, March & Olive, LLC, Town Attorney
Judi Tippetts, Finance Director
Mike Rairdon,
Cody Bird, Director of Planning
Mike Flores,
Dave Myer,
Mahalia Henschel, Communications Specialist
Krystal Eucker, Town Clerk

3. Amendments to Agenda
Mayor Hamman asked if there were any amendments to the agenda to which there was none.
4. Conflict of Interest
Mayor Hamman asked if there were any conflicts of interest to which there was none.

B. COMMUNITY PARTICIPATION

1. Public Comment
Sharon Leeper, 3802 Harrison, Wellington, CO addressed the Trustees about the high density and commercialization of the neighborhood she lives in and that she is adamantly opposed to that change. Ms. Leeper would like to see those items removed from the comprehensive plan as that is the original part of Wellington. Ms. Leeper's family has also lived in the community for a very long time. Ms. Leeper was curious about the cost of the Plan and if that is influencing the decisions on

the plan.

Mayor Hamman informed Ms. Leeper that there will be a public hearing before the Planning Commission on July 12, 2021, at the Leeper Center.

Larry Casper, 3802 Harrison, Wellington, CO addressed the Trustees and inquired about the urge to spend money that the Town does not have. The Town has paid a company money to come up with a plan that no one seems to want.

Trustee Gaiter commented that all the information regarding the cost of the comprehensive plan is included in the budget that is on the Town's website.

2. Presentation

Sanitary Sewer Collection System Master Plan

Mr. Myer informed the Board that Jacobs Engineering has been working on a master plan for the sewer collection system as well as the wastewater treatment plant since late 2020. Jacobs has been working close with town staff throughout the process. The wastewater portion of the master plan was presented to the Board on September 15, 2020, and that final report was delivered in December of 2020. The focus this evening is on Wellington's sanitary sewer collection system which is the sewer pipes throughout the town that deliver the wastewater to the plant. The project involved flow monitoring throughout the system and that information was vital. The draft of the collection system master plan was recently reviewed by town staff and feedback has been provided to Jacobs. Jacobs is now working on incorporating those comments into the final report that will be delivered in approximately a month. The presentation this evening will summarize Jacobs' findings and recommendations.

Richard Saxton with Jacobs informed the Board that he will give high level overview of the key findings of the collection system. During the collection system master plan, flow monitoring data and rainfall data were collected to see if the flows increase during a rain event. A computer model is put together with the main collection system and that is reviewed to see how the flows are behaving with the current system and then validate that computer model. Then the ultimate buildout is used to see what size sewer is needed and then backed down to a 20-year projection that ties into the 20-year utility plan.

Collection System Master Plan Goals

- Use growth pattern and population projections from draft Comprehensive Plan
- Identify significant Existing capacity constraints
- Determine capacities and approximate locations for future interceptors to convey Buildout flows (population ~35,500)
- In light of Buildout infrastructure needs, how much growth could be accommodated by Year 2040 (population ~25,000) while:
 - minimizing impacts on existing collection system
 - minimizing investments in new infrastructure?

Hydraulic Model (Validated using flow meter data)

- Focused on interceptors
 - 8-inch to 30-inch pipe diameters
 - approximately 300 pipes & manholes
- Sewer and manhole data from GIS
- Flow metering by Hach
 - 2020 data, 7 locations

- Includes existing View Pointe Lift Station
- Uses InfoSWMM software
- Future flows are based on worst-case conditions:
 - Peak hour flows on worst day of week
 - Clean-in-place wash of Nanofiltration Plant included

Existing Collection System

- No current capacity concerns in the existing interceptors based on depth of flow
- View Pointe Lift Station
 - Unsafe conditions
 - Needs improvements within the next few years
 - Not practical to eliminate lift station

There is very insignificant influence on the sewer system when it rains. The infiltration/inflow is very minimal.

Buildout Recommendations

- West Interceptor
- South Interceptor, West
- South Interceptor, East
- North Interceptor
- East Interceptor
- South Interceptor Lift Station(s)
- Potential Existing System Upgrades

Buildout Recommendations

- Oversizing policy
- Sage Meadows – existing 30-inch pipe appears to be sufficient for Buildout flows for West Interceptor
- New PSD high school – existing 10-inch pipe is not sufficient for Buildout flows, will require parallel pipe or upsizing
- Existing pipe just west of I-25 along 5th St, south of Jefferson Ave: may need to be upsized from 12-inch to 15-inch as population approaches 25,000 (by approximately 2040)
 - Avoid running Nanofiltration Plant at peak flows to reduce potential problems
 - Monitor periodically to assess flow depths

2040 Growth Distribution

- Minimizes improvements needed prior to 2040 aside from connecting new developments to existing system
- Avoids railroad and highway crossings
- Existing System – 100% of buildout flows by 2040
- South – 90% of buildout flows by 2040
- East – 80% of buildout flows by 2040
- North – 60% of buildout flows by 2040
- West – 35% of buildout flows by 2040

2040 Recommendations

- Main collection system backbone can accommodate growth through approximately 2040
- View Pointe Lift Station will need improvements sooner

- Build new interceptors to serve new areas as development occurs
- Some temporary connections to the existing system will be needed
- Will need to augment existing system by about 2040 with new interceptors to WWTP
- Avoid running Nanofiltration Plant during peak flows to reduce impact to existing pipes south of downtown

Trustee Whitehouse inquired about upsizing the sewer pipe for the school because it runs under the playing field, and they did not want to have to dig that up in the future; is there a reason that did not occur.

Mr. Myer stated he is unsure although will look into that and provide an answer to the Trustees.

Trustee Whitehouse inquired as to when peak hour flows are.

Mr. Saxton stated there is a pretty good trend on Sundays as those were significantly higher on average.

Mayor Hamman inquired as to how long it takes the flow from Buffalo Creek to get to the wastewater treatment plant.

Mr. Saxton stated he does not have an answer to that but does not believe it takes long and guessed it is less than an hour.

Trustee Gaiter inquired about the numbers for the wastewater expansion and if those numbers took into consideration some of the items being presented this evening.

Mr. Myer stated those items were included in the financial plan; there were some placeholders for lift station improvements and periodic upgrades to the system.

Trustee Macdonald inquired about some of the projects in the capitol improvement budget and if those were in alignment with the long-range plan that is being presented this evening.

Mr. Saxton stated the master plan includes high level estimates.

Mr. Myer stated the information being received from this master plan will make its way into the financial plan that will be developed for the system.

Trustee Macdonald inquired about the wastewater collection improvements and oversizing and if that is incorporated into the master plan that is presented this evening.

Mr. Myer stated he believed that answer is no as when that budget was prepared, there were assumptions on what the collection system would be needing so that is how those numbers were generated. The 2022 budget will require some modification based on the presentation.

Mr. Bird stated that line item for oversizing was paybacks on existing developments that are already under construction.

C. CONSENT AGENDA

1. Minutes of the May 11, 2021 and May 25, 2021 Board of Trustees meetings
Trustee Gaiter moved to approve the consent calendar; Mayor Pro Tem Knutson seconded the motion. Roll call on the vote resulted as follows:
Yeas – Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman
Nays – None
Motion carried.

D. ACTION ITEMS

1. Review of Emergency Declaration - Resolution 13-2020

Ms. Garcia informed the Board that the initial Emergency Declaration Resolution was adopted on March 24, 2020, and there was an extension approved on April 28, 2020. The number of COVID cases is decreasing. The County and the State are reducing their restrictions.

There are a couple options for the Board, and one is to leave the Emergency Declaration in place as it sits as there are no requirements regarding masks or social distancing. It is simply stating there is an emergency declaration. The State has continued with their emergency declaration and most other municipalities are keeping their emergency declaration in place as it is unknown what will come of the federal funding. A lot of times when there are grant funds available related to an emergency, one of the first questions is if the municipality is under an emergency declaration.

Another option is to leave it in place with direction from the Town Administrator to bring a resolution of revocation once the State revokes their emergency declaration. Once the State revokes theirs, it is pretty much done.

The third option is to revoke the emergency declaration this evening and there is a resolution doing so in the packet.

Trustee Jerome confirmed that the current emergency declaration has no specifics on how the Town operates under the emergency declaration so there are no mandates for any closings, or anything else; if the Board chooses to do nothing, then nothing changes.

Ms. Garcia stated that is correct.

Trustee Gaiter inquired if it was asked when the Town received prior funding if the Town was in a state of emergency.

Ms. Houghteling stated she believed it was when working with the County's allocation of funds from the State.

Trustee Kinney commented that it is unknown as to the process for funding in the future and the process for the Town receiving those funds has not been designated yet. There are a lot of programs, and it has been requested of staff to seek out those opportunities for infrastructure projects. Without knowing the requirements but knowing they are associated with that emergency; it is prudent that the Town maintains the same emergency declaration as the State. If the Town would exclude itself from any opportunity, it would be the Board failing the citizens of Wellington. Since it does not change the Town's operating process, there seems to be no reason to revoke the declaration.

Trustee Gaiter commented that he understands the need for funding although his concern is that a state of emergency should actually denote an emergency; if it is simply a state of needing funding then Trustee Gaiter would like to work towards having a different state. The Town is not staying in a state of emergency because there is an emergency but staying in a state of emergency because there might potentially be funds available.

Mayor Hamman opened the meeting for public comment.

Sandra Joanis, 7451 Starkweather Drive, Wellington, CO commented that she is confused about the funds.

Trustee Gaiter commented that the federal government has designated funds, but they are still figuring out what those funds will look like. The concern is that there could be a requirement on them that you must be under a state of emergency due to COVID-19. There could be roughly \$2.6 million coming to Wellington. If the state of emergency ends, that

may jeopardize those funds.

Trustee Macdonald commented that experiencing a hardship due to COVID-19 and that is an important element with the funding. It is not just being under a state of emergency, but it is also the hardship that is caused by being under a state of emergency. For instance, the hardship on the wastewater treatment facility from everyone being home instead of using restrooms at work or out shopping. There are long-term impacts from COVID-19 that the government is considering funding for and the terms for acquiring that funding is still unknown.

Trustee Kinney commented that the Town has received funds and the majority of the funds did go back to the pockets of the residents by the way of recovery funds for small businesses and utility assistance.

Trustee Whitehouse commented that \$4.00 out of every \$5.00 went back into the community.

Ms. Garcia stated if the Trustees do not want to end the emergency declaration, they do not need to do anything further.

Mr. Sapienza stated if the Trustees take no action today, the emergency declaration will continue. If the Trustees make a motion to continue the declaration, there are some unnecessary hurdles for staff.

Mr. Garcia stated there was \$349,000 for business relief grants and signage, \$90,000 for residential utility grants, provided support for town staff to work from home since they could not work in the office, chemicals and storage for public works, audio/visual equipment for virtual meetings, COVID testing and personal protective equipment for a total of \$552,000.

E. REPORTS

1. Town Attorney

Mr. Sapienza had no report.

2. Town Administrator

Ms. Garcia stated the Poudre School District is inviting the Trustees on a tour of the new facilities so that will be set up.

3. Staff Communications

a. Report of Bills - May 2021

4. Board

Trustee Macdonald inquired if the Board is supportive of encouraging staff in putting our RFP's for things like road closure services, fireworks, or other contracting for special events in 2022.

Trustee Gaiter inquired if there will be any budget amendments for that.

Ms. Garcia stated it would be in the 2022 budget.

Trustee Gaiter inquired if the CAC would need to be notified that this is something the Board would like them to do.

Trustee Macdonald stated staff would complete the RFP process, but staff would need to know potentially how many events the CAC is planning for 2022.

Trustee Whitehouse commented that the crosswalk flashing signs are up at the elementary school, middle school and that was through the efforts of the Public Works Department and thanked all that work on finding a solution.

Trustee Kinney commented that there are now events in the park again and was able to get out last

weekend and see others from the community and thanked the groups that are putting on those events.

Trustee Kinney is also serving on a committee to collaborate to serve businesses better. The current parties in that group are the Chamber, Wellington Main Streets and Larimer County. As more information comes out, it will be shared.

Trustee Gaiter commented about public engagement and is excited with the direction that is going. Also, the CAC is wanting to get the Board's support to have Trustees available in shifts during the 4th of July event to engage with residents a little more.

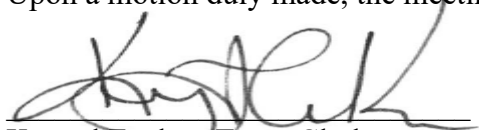
Trustee Macdonald suggested teams of two in shifts and the Trustees were in favor of the idea.

Trustee Gaiter inquired about the Board of Adjustments and items being pushed due to lack of a quorum; Board of Adjustment alternates Jerome and Knutson were out of town.

Mayor Hamman urged the public to review the comprehensive plan and attend the public hearings.

F. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:35 p.m.



Krystal Eucker, Town Clerk