



TOWN OF WELLINGTON  
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**BOARD OF TRUSTEES  
February 26, 2019  
LEEPER CENTER – 3800 WILSON AVE.**

**REGULAR MEETING – 7:30 PM**

**AGENDA**

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**CALL TO ORDER - PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**ADDITIONS TO OR DELETIONS FROM THE AGENDA**

**CONFLICTS OF INTEREST**

**PUBLIC TO BE HEARD ON NON-AGENDA ITEMS** (time limit of 3 minutes per item)

**1. CORRESPONDENCE AND MINUTES FROM COMMITTEES AND BOARDS**

- a. Larimer County Sheriff's Office Report for January 2019
- b. Wellington Colorado Main Streets Program Report
- c. MLA Announcement

**2 PRESENTATIONS**

- a. Draft Water Efficiency Plan
- b. Boxelder Basin Stormwater Authority Update

**3 CONSENT AGENDA**

- a. Board of Trustee Minutes for February 12, 2019
- b. Work Session Summary from February 19, 2019
- c. Appointment of Steve Sarno to the Community Activities Commission
- d. Request for funds from Eagles After Hours Program
- e. Resolution 7-2019 – Harassment Policy
- f. Purchase Request of Insurance Coverage

**4 OLD BUSINESS**

- a. Resolution 6-2019 - Water Treatment Plant Reimbursement

**5 NEW BUSINESS**

- a. Resolution 8-2019 - Investment Policy,
- b. Resolution 9-2019 - Fund Balance Policy
- c. Resolution 10-2019 - Debt Policy
- d. Buxton Contract

**6. WATER ENTERPRISE**

- a. 1-2019WE / Res 6-2019 – Water Treatment Plant Reimbursement

**7. STAFF REPORTS**

- a. Town Attorney Update
- b. Town Administrator Update
- c. Trustees Update

#### 8. EXECUTIVE SESSION

- a. Legal Advice –Conferences with the town attorney pursuant to § 24-6-402(4) (b), for the purpose of receiving legal advice relative to the Boxelder Strom Water Authority. The executive session will not be recorded and an attorney certification will be provided as required by C.R.S. §24-6-402(2)(d.5)(II)(B) that the discussion that discussions in the executive session constitute privileged attorney-client communications.
- b. Personnel - Discussions regarding personnel matters § 24-6-402(4) (f)(I) involving renewal of the Town Administrator's contract.. As required by C.R.S. §24-6-402(2)(d.5)(II)(B) and (II)(E) the executive session proceedings were electronically recorded and the record will be preserved for 90 days through May 27, 2019.

ADJOURN

BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
February 26, 2019

The Regular Board Meeting was called to order at 7:30 p.m. February 26, 2019 at the Leeper Center 3800 Wilson Ave, Wellington CO.

TRUSTEES PRESENT: MATT MICHEL, JOHN JEROME, TIM WHITEHOUSE  
DANIEL SATTLER, TROY HAMMAN and WYATT  
KNUTSON (arrived at 7:34 p.m.)

TRUSTEES ABSENT: None

PRESIDING: TROY HAMMAN, MAYOR

ALSO, PRESENT: ED CANNON, TOWN ADMINISTRATOR  
CYNTHIA SULLIVAN, DEPUTY CLERK  
PETE BRANDJORD, FINANCE DIRECTOR  
BRAD MARCH, TOWN ATTORNEY  
BOB GOWING, PUBLIC WORKS DIRECTOR  
DAVE MYER, ENGINEER  
CODY BIRD, TOWN PLANNER  
MARK OBERSCHMIDT, STANTEC

Additions to or deletions from the agenda

Correction to the agenda. The first item 4a regarding liability insurance should be labeled as 3f under consent agenda.

Conflicts of Interest

None

Public to be heard on non-agenda items.

None

1. CORRESPONDANCE AND MINUTES FROM COMMITTEES AND BOARD

- a. Larimer County Sheriff's Office Report for January 2019
- b. Wellington Colorado Main Streets Program Report
- c. MLA Announcement – Annie Lundgren handed out copies of the MLA report to the Board and invited them to the presentation by RPI Consulting on March 13<sup>th</sup> at 5:00 p.m. at the Leeper Center.

2. PRESENTATIONS

- a. Draft Water Efficiency Plan

Michelle Hatcher and Steve Nguyen, representing Clear Water Solutions, presented the Water Efficiency Plan (WEP). Ms. Hatcher said this type of Plan must be approved by the State for the Town to have the ability to apply for grants from the “Colorado Water Conservation Board” (CWCB) and Colorado Water Resources and Power Development Authority (CWRPDA) to implement the plan. She gave the plans five step process and reviewed the estimated demand for

water use over the next 10 years. She explained the goal of the plan and how it could be obtained. The next step would be to get public feedback, provide a formal plan for adoption and submit the plan to the CWCB for approval. Every seven years the plan will need to be evaluated for updates.

Mr. Cannon said the goal is to reduce daily water use per capita. Currently, water use is 101 gallons per capita per day.

b. Boxelder Basin Stormwater Authority (BBSW) Update

Tim Singewald and Richard Seaworth, Town representatives for the BBSW Authority, updated the Board related to issues regarding the BBSW. The main topics were the results of borings and the work needed around the ponds due to percolation. Mr. Singewald said that he and Mr. Seaworth did not agree that the water was due to percolation and they are concerned that the BBSW Authority wanted to proceed with work before any study or design had been done. The boring report was done in 2015 and should be updated. Issues related to the ponds were tabled at the last BBSW Authority meeting so more information can be reviewed and a special meeting will be scheduled. Mr. Singewald reviewed the payment schedule for all the authority members. There was discussion about how to deal with the stormwater authority fee once the loan is paid off and the reserves are funded.

3. CONSENT AGENDA

- a. Board of Trustee Minutes for February 12, 2019
- b. Work Session Summary from February 19, 2019
- c. Appointment of Steve Sarno to the Community Activities Commission
- d. Request for funds from Eagles After Hours Program
- e. Resolution 7-2019 – Harassment Policy
- f. Purchase Request of Insurance Coverage

TRUSTEE WHITEHOUSE MOVED, AND TRUSTEE MICHEL SECONDED to approve the Consent Agenda with the added item f. Roll call was taken and the motion passed unanimously.

4. OLD BUSINESS

- a. Resolution 6-2019 – Water Treatment Plant Reimbursement

Mr. March explained that the funds for payment of costs associated with the Water Treatment Plant come out of the Water Enterprise, so the proposed resolution would need to be approved by this Board and the Water Enterprise Board, which is made up the members of the Town Board. This is a TABOR requirement.

Trustee Jerome had a concern about the total cost amount as reflected in the resolution. Mr. Cannon explained where the total came from for the loan. He gave some options the town has for covering the cost. He said we asked for a higher amount on the loan because we could not ask for additional funds, but we do not have to use the full amount.

TRUSTEE MICHEL MOVED, AND TRUSTEE WHITEHOUSE SECONDED to approve Resolution 6-2019 – Water Treatment Plant Reimbursement. Roll call was taken and the motion passed, Trustee Jerome voted against.

5. NEW BUSINESS

a. Resolution 8-2019 – Investment Policy

TRUSTEE SATTLER MOVED, AND TRUSTEE WHITEHOUSE SECONDED to approve Resolution 8-2019 Investment Policy. Roll call was taken and the motion passed unanimously.

b. Resolution 9-2019 – Fund Balance Policy

TRUSTEE JEROME MOVED, AND TRUSTEE KNUTSON SECONDED to approve Resolution 9-2019 Fund Balance Policy. Roll call was taken and the motion passed unanimously.

c. Resolution 10-2019 – Debt Policy

TRUSTEE SATTLER MOVED, AND TRUSTEE KNUTSON SECONDED to approve Resolution 10-2019 Debt Policy. Roll call was taken and the motion passed unanimously.

d. Buxton Contract

TRUSTEE EVANS MOVED, AND TRUSTEE MICHEL SECONDED to approve the contract with Buxton. Roll call was taken and the motion passed unanimously.

Mayor Hamman moved into the Water Enterprise Board at 8:56 p.m. Roll call was taken, and all members were present.

6. WATER ENTERPRISE

a. Resolution 1-2019WE / Resolution 6-2019 – Water Treatment Plant Reimbursement

TRUSTEE EVANS MOVED, AND TRUSTEE JEROME SECONDED to approve Resolution 1-2019WE Water Treatment Plant Reimbursement. Roll call was taken and the motion passed, Trustee Jerome voted against.

Mayor Hamman came out of the Water Enterprise Board at 8:59 p.m and resumed the Regular Board Meeting.

7. STAFF REPORTS

a. Town Attorney Update

Mr. March said that the Fireworks Agreement would be on the next meeting.

b. Town Administrator Update

Mr. Cannon updated the Board on the statue or the economic development Memorandum of Understanding with Wellington Colorado Main Streets Program and the Wellington Chamber of Commerce.

Mr. Cannon mentioned a meeting with the County, Fort Collins, and Timnath to discuss the B2 and B3 flood control dams. These dams need to be rehabilitated with cost potentially shared between the four entities. There will be meeting in June with more details.

c. Trustee Update

There was discussion about the new traffic signal.

8. EXECUTIVE SESSION

Executive session to get advice from Attorney and to discuss the Town Adminwilltrator's Contract.

On motion by Trustee Sattler, seconded by Trustee Jerome, the board voted unanimously at 9:11 p.m. to go into executive session for the purposes listed below.

- a. Legal Advice – Conferences with the town attorney pursuant to §24-6-402(4) (b), for the purpose of receiving legal advice relative to the Boxelder Stormwater Authority, The Executive session will not be recorded and an attorney certification will be provided as required by C.R.S. §24-6-402(2)((d.5)(II)(B) that the discussion that discussions in the executive session constitute privileged attorney-client communications. This would not be recorded.
- b. Personnel – Discussions regarding personnel matters §24-6-402 (4)(f)(I) involving renewal of the Town Administrator's contract. As required by C.R.S. §24-6-402(2)(d.5)(II)(B) and (II) (E) the executive session proceedings will be electronically recorded and the record will be preserved for 90 Days through May 27, 2019.

The Board voted unanimously to come out of executive session at 10:58 p.m. It was announced that the board did not adopt any proposed policy, position, resolution, rule, regulation, or take any other formal action while in executive session

There being no further business to come before the Board, the meeting was adjourned at 10:59 p.m.

Respectfully submitted:

Cynthia Sullivan, CMC  
Deputy Town Clerk