



**DOCUMENT ROUTING MEMORANDUM**

The purpose of this memorandum is to provide information regarding the attached document routed to you for your signature.

- TO:** W&S Board Chairman Harold Evans  
*{Select Recipients Below - See Signature Authority Requirements}*
- Stacey Aurzada, City Attorney: [Legal\\_Services@greeleygov.com](mailto:Legal_Services@greeleygov.com)
  - Kirk Jones, Acting Finance Director: [Kirk.Jones@greeleygov.com](mailto:Kirk.Jones@greeleygov.com)
  - Brian McBroom, Acting City Manager: [CMO.Admin@greeleygov.com](mailto:CMO.Admin@greeleygov.com)
  - Dale Hall, Mayor: via [CityClerk@greeleygov.com](mailto:CityClerk@greeleygov.com)
  - Heidi Leatherwood, City Clerk (Attest): [Heidi.L Leatherwood@greeleygov.com](mailto:Heidi.L Leatherwood@greeleygov.com)

**FROM:** Gigi Allen, W&S Executive Assistant  
**ON BEHALF OF (If applicable):**  
 Initials of above: \_\_\_\_ (Must be first in signing order)

**RE:** December 2025 W&S Board Meeting Minutes

**Executive Summary:**

Please see W&S Board minutes approved by the Board and ready for signature.

**Time Sensitivity?** If yes, deadline date \_\_\_\_\_ and reason:

**Legal Review:**

Is this a standard contract as defined by City Code Section 2-184(a)(2) ?  Yes  No  N/A  
 If this is not a standard contract, and has not been reviewed by CAO, this document may not be routed for signatures.  
 Please submit for Legal Review on COGI prior to routing.

If this is not a standard contract, which attorney reviewed the document?  
 Name: Daniel Biwer \_\_\_\_\_

**Obtained Approvals, Reviews, or Recommendations (If applicable)**

<input type="checkbox"/> City Council Ord./Res. #: _____ Date: _____	<input type="checkbox"/> Board or Commission (specify) <u>W&amp;S Board</u> Date: <u>12/17/25</u>	<input type="checkbox"/> Other _____ Date: _____
--	---	---

**Contract Amount:** \_\_\_\_\_ (if applicable)

**Send all fully signed documents to City Clerk: [CityClerks@greeleygov.com](mailto:CityClerks@greeleygov.com)**

**City of Greeley  
Water and Sewer Board  
Minutes of November 19, 2025  
Regular Board Meeting**

Chairman Harold Evans called the Water and Sewer Board meeting to order at 2:01 p.m. on Wednesday November 19, 2025.

**1. Roll Call**

The Clerk called the roll and those in attendance included:

Board Members:

Chairman Harold Evans, Vice Chairman Mick Todd, Fred Otis, Tony Miller, Joseph Murphy, Matt Anderson, Cheri Witt-Brown, Mayor Dale Hall, Chief Operating Officer Blair Snow on behalf of City Manager Raymond Lee, Deputy City Manager-Chief Financial Officer Allena Portis

Water and Sewer Department Staff:

Director Sean Chambers, Deputy, Deputy Director of Water and Wastewater Operations and Maintenance Rebecca Andrus, Executive Assistant Gigi Allen, Administrative Assistant IV Tracy Simon, Water Resource Administrator II Morgan Effrein, Water Resource Operations Manager Brian Von Seggern, Water Resource Administrator I Eric Clark, Deputy Chief Engineer Cadee Oakleaf, Water Resource Administrator III Travis Gilbertson, Utility Finance Manager Virgil Pierce, Source Water Supply Manager Cole Gustafson, Civil Engineer III David Cummings

Legal Counsel:

Deputy City Attorney Jerrae Swanson, Senior Environmental and Water Resources Attorney Dan Biwer, Counsel to Water and Sewer Board Attorney Carolyn Burr

Guests:

James Sutherland, Wingfoot Water, Doug Jeavons, BBC Research

**2. Approval of Minutes**

Vice Chairman Todd made a motion, seconded by Mr. Murphy to approve the October 2025 Water and Sewer Board meeting minutes. The motion carried 7-0.

**3. Approval of Agenda**

There were no changes to the agenda.

**4. Welcome New Employees and Ex-Officio Members**

Director Sean Chambers provided an introduction of new Water and Sewer Department employees and welcomed the new ex-officio members to the Board.

**5. Approve and Recommend to City Council the Agreement between WSSC and Municipal Entity Stockholders**

Cole Gustafson discussed the Agreement between the Water Supply and Storage Company (WSSC) and the Municipal Entities establishes the framework for planning, funding, construction, operation, and maintenance of System Modifications needed to ensure reliable water delivery while accommodating Municipal Entities' changed uses of shares. It requires annual engineering reviews, advance scheduling of modifications, and limits construction to three structures per season unless otherwise agreed. WSSC retains ownership and operational authority over the modifications, while Municipal Entities are responsible for reimbursing costs. Initial funding will be provided through a Cash Reserve and CWCB Loan repayment of \$2.59 million by January 31, 2031, with future costs covered by Annual and Special Assessments on Municipal stock beginning in 2027–2028. Operationally, WSSC will manage maintenance, repair, and permitting, with Municipal Entities covering all related expenses.

Vice Chairman Todd moved that the Board approve and recommend to City Council the Agreement between WSSC and Municipal Entity Stockholders in the form presented, and delegate authority to the Director of Water and Sewer or their designee to approve minor revisions to the agreement before execution, provided the material substance remains unchanged. Ms. Witt-Brown seconded the motion. The motion carried 7-0.

**6. Approve and Recommend to City Council the Cost Allocation Agreement for WSSC System Modifications**

Cole Gustafson also went over that this agreement outlines a collaborative framework among six municipal entities: Thornton, Greeley, Fort Collins, ELCO, FCLWD, and North Weld; to share costs related to WSSC system upgrades. It establishes the Municipal Entities Committee, composed of one representative from each entity, to oversee cost allocations, design reviews, and financial recordkeeping. Costs are distributed based on each entity's percentage of share ownership.

A key provision includes crediting Thornton for approximately \$7 million in prior expenditures, with reimbursement from the other entities beginning January 1, 2028. Entities may also prepay their share of Thornton's credit, which will be tracked and applied to future assessments. The agreement accommodates new entities or changes in share ownership, requiring proportional contributions to past expenditures.

Vice Chairman Todd moved that the Board approve and recommend to City Council the Cost Allocation Agreement for WSSC System Modifications in the form presented, and delegate authority to the Director of Water and Sewer or their designee to approve minor revisions to the agreement before execution, provided the material substance remains unchanged. Mr. Miller seconded the motion. The motion carried 7-0.

**7. Approval of Updated Greeley Drought Emergency Plan**

Brian Von Seggern went over Greeley's commitment to review and refresh its Drought Emergency Plan every five years, staff and BBC Research & Consulting completed an update to the plan originally adopted in 2021. This update maintains the core structure and strategies of the previous plan while incorporating a few refinements to reflect current operations and data systems, including integration with the City's new Customer Information System (CIS) and expanded Advanced Metering Infrastructure (AMI). The plan continues to define four drought severity levels—Mild, Moderate, Severe, and Catastrophic—with corresponding outdoor water reduction goals ranging from 15% to 70%. These adjustments ensure the plan remains aligned with current practices and technology while preserving its established framework for evaluating drought conditions, declaring drought stages, and guiding a balanced and effective community response.

Vice Chairman Todd moved that the Board approve the 2025 update to the City of Greeley Drought Emergency Plan, as presented, and delegate authority to the Director of Water and Sewer or their designee to make minor administrative adjustments as needed to oversee future updates. Mr. Murphy seconded the motion. The motion carries 7-0.

**8. Water Supply and Runoff Update**

Brian Von Seggern reported the 2025 irrigation season was marked by hot, dry conditions with limited, localized rain, leading to mild drought conditions across Boulder, Larimer, and Weld Counties. Despite this, reservoirs remain near average levels, and snowpack levels currently range from 18% to 30% of the median in both the Colorado and South Platte basins. In total, Greeley leased about 34,239 acre-feet of water to agriculture in the annual rental program and 12,800 in the agriculture lease back program. Storage projections for April 2026 are approximately 29,958 acre-feet—well above the 21,300 acre-foot target needed to supply Greeley for 12 months. Staff will update projections and confirm an adequate water year following Northern Water's quota declaration in April 2026.

**9. Lead Protection Program Update**

David Cummings discussed that in 1991, EPA published regulation to control lead and copper in drinking water. This regulation is known as the Lead and Copper Rule (also

referred to as the LCR). The LCR implements monitoring requirements and action levels for lead or copper exceedances in drinking water.

On January 15, 2021, the EPA published the Lead and Copper Rule Revisions (LCRR) which further strengthen the protections against lead in drinking water. The LCRR specified a deadline of October 16, 2024 for water systems to comply with the revised requirements.

In October 2024, EPA finalized the Lead and Copper Rule Improvements (LCRI), which revise and/or delay many of the LCRR requirements. LCRI compliance date is currently November 1, 2027.

The presentation covered a high-level end-of-year project status including updated timelines for Greeley's Lead Protection Program, associated with LCRI compliance. The overview included:

1. Regulatory timeline and overview
2. Greeley's phased project approach
3. Project budget status and overview of the state administered drinking water revolving fund (DWRP) loan applied to this project.
4. Project status and project highlight slides
5. Water quality objective overview
6. Project team highlights and 2025 end of year summary

## **10. Legal Report**

Carolyn Burr, outside counsel for the Greeley Water & Sewer Board presented the Legal Report for October 2025.

Based on review of the September 2025 Water Division 1 Resume, staff and water counsel did not identify any new matters to recommend that the Water and Sewer Board file a statement of opposition by the end of November 2025.

## **11. Director's Report**

The Director will provide the Water & Sewer Board with a summary of water resources and utility policy events, and an update Board on notable utility activities.

Board member Tony Miller left the meeting at 3:24 pm.

## **12. Such Other Business That May Be Brought Before the Board and Added to This Agenda by Motion of the Board**

No other business was brought before the Board.

The Public Session of the meeting ended at 3:41 pm.

**13. Executive Session**

Chairman Evans moved that the Board adjourn the public portion of this November 19, 2025 Water & Sewer Board Meeting and hold an executive session to address the following matters as provided by C.R.S. § 24-6-402(4)(b) and (e) and Greeley Municipal Code § 2-151(a)(2) and (5):

Mr. Murphy seconded the motion. The motion carried.

1. For the purposes of obtaining legal advice, determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators on matters related to a second amendment of the Master Purchase, Sale, and Raw Water Credit Administration Agreement with Wingfoot Water Resources.

Roll call was taken and those present were:

Chairman Evans, Vice Chairman Todd, Fred Otis, Cheri Witt-Brown, Matt Anderson, Joe Murphy, Allena Portis, Blair Snow on behalf of Raymond Lee, Mayor Dale Hall

Others Present during Executive Session:

Director Sean Chambers, Utility Finance Manager Virgil Pierce, Source Water Supply Manager Cole Gustafson

Legal Counsel present during Executive Session:

Deputy City Attorney Jerrae Swanson, Interim Supervising Senior Environmental & Water Attorney Daniel Biwer, Outside Counsel to Water & Sewer Board Attorney Carolyn Burr

The following people left during Executive Session:

Jerrae Swanson, 4:30 pm

**14. Adjournment**

The Executive session portion of the meeting ended at 4:33 pm

\*\*\*\*\*

DocuSigned by:  
  
 9A5B721D42FE4571  
 Harold Evans, Chairman


City of Greeley  
Water and Sewer Board

November 19, 2025

Board Minutes

---

Signed by:

  
\_\_\_\_\_

Brian McBroom, Board Secretary