



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
 - Kirk Jones, Acting Finance Director: Kirk.Jones@greeleygov.com
 - Brian McBroom, Acting City Manager: CMO.Admin@greeleygov.com
 - Dale Hall, Mayor: via CityClerk@greeleygov.com
 - Heidi Leatherwood, City Clerk (Attest): Heidi.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&S Board</u> Date: <u>1/21/26</u>	<input type="checkbox"/> Other _____ Date: _____
----------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------	-----------------------------------------------------

Contract Amount: _____ (if applicable)

Send all fully signed documents to City Clerk: CityClerks@greeleygov.com

**City of Greeley
Water and Sewer Board
Minutes of December 17, 2025
Regular Board Meeting**

Chairman Harold Evans called the Water and Sewer Board meeting to order at 2:03 p.m. on Wednesday December 17, 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, Deputy City Manager Bret Nabor on behalf of Interim City Manager Brian McBroom, Interim Deputy Director of Finance Kirk Jones

Water and Sewer Department Staff:

Director Sean Chambers, Deputy, Deputy Director of Utility Finance and Customer Service Erik Dial, Deputy Director of Water and Wastewater Operations and Maintenance Rebecca Andrus, Chief Engineer Adam Prior, 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, Long Range Utility Planner Derek Hannon, Instrument and Control Supervisor Mat Finch, Project Manager II Beau Doran, Civil Engineer III John Goin, Civil Engineer IV Jim Paulson, Water Enterprise Financial Analyst Crystal Sanchez, Water Resource Administrator III Will Ettema, Water Efficiency Manager Dena Egenhoff

Legal Counsel:

Senior Environmental and Water Resources Attorney Dan Biwer, Environmental & Water Resources Attorney Jessie Raybon, Counsel to Water and Sewer Board Attorney James Noble

Guests:

James Sutherland, Wingfoot Water, City Budget Analyst II Brandon McEldowney

2. Approval of Minutes

Mr. Otis made a motion, seconded by Mr. Murphy to approve the November 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.

5. Approval of 2026 Board Meeting Dates

The Board reviewed the 2026 W&S Board meeting dates. Mr. Murphy moved that the Board adopt the proposed schedule of regular meetings for 2026. Ms. Witt-Brown seconded the motion. The motion passed 7 to 0.

6. Approval of 2026 W&S Rates and Fees

Virgil Pierce discussed that the water and sewer rates and fees were developed in response to the 2026 budget that the Board recommended to the City Manager at the August 2025 meeting.

Residential water rates are increasing 5.5% and residential sewer rates are increasing 5%. Residential water customers inside the city and in the service area formerly served by North Weld Water District are the only customers on a tiered water budget rate structure.

Plant investment fees are updated annually for water and sewer. The water plant investment fee is increased to \$16,900 for a ¾" tap, an increase from the 2025 fee of \$15,000. The sewer plant investment fee is increasing to \$9,050 for a ¾" tap an increase from the 2025 fee of \$8,650.

Using the pricing method presented to Board in the November 2024 meeting, the cash-in-lieu of raw water fee will increase from \$56,500 to \$57,000 per acre-foot. The new cash-in-lieu price will take effect on March 1, 2026. Water and Sewer Board Resolution 2, 2020 allows the cash-in-lieu fee to be recalculated as necessary, but no less than once per year. Staff will bring forward future adjustments to the cash-in-lieu fee for Board review if necessary, in 2026.

Virgil will supply a spreadsheet showing other City's specific rate increases to the Board and Mayor Hall per the request of the Board.

Vice Chairman Todd moved that the Board approve the Resolution to Adopt Rates, Fees, and Charges for Water and Sewer Services in 2026. Mr. Otis seconded the motion. The motion carried 7 to 0.

7. Watershed Health and Wildfire Recovery 2025 Projects Update

Will Ettema reviewed the purpose of doing work in the watershed and also a timeline of activities since the 2020 Cameron Peak Fire, including use of NRCS EWP money to mitigate post-fire debris flows and other damage to life and property, post-fire mulching work, point mitigation projects focused on restoring stream and culvert functions, and Low-Tech Process-Based Restoration (LTPBR) work. This year involved the completion of the Bennett Creek Post-Fire Mitigation project in November and the planning and design of another project, Beaver Creek, a project located downstream of two Greeley-owned high mountain reservoirs and is tributary to the South Fork Poudre River. Also discussed was the purpose and work involved with project monitoring on our watershed and wildfire recovery projects, the partnerships involved in doing this type of work, as well as some lessons learned, and an outlook of doing work in the future.

8. SCADA Master Plan Completion

Jim Paulson discussed that the City of Greeley Water and Sewer Department developed a new Supervisory Control and Data Acquisition (SCADA) System Master Plan. The SCADA system was in dire need of upgrades in both physical hardware and software. Recent and pending regulatory requirements necessitate an upgraded system for cyber security. Furthermore, the department desires to have a more comprehensive real-time and historical data archive for access to evaluate system operations and upgrades and make operational decisions.

The SCADA MP includes a review of the state of the system at the beginning of the plan development, development of the vision and goals for the system, gap analysis and identification of projects to upgrade the system including impacts to the CIP.

9. Advanced Metering Infrastructure (AMI) Update

John Goin discussed that the City of Greeley Water and Sewer Department has over 30,000 water meters ranging in size from $\frac{3}{4}$ to 12-inch diameter. These meters started experiencing reduced accuracy, battery failure and communications issues in the 2019-2020 timeframe. The Department started replacing these aging water meters throughout the city in 2020 after receiving a Water Smart Grant for \$1.5 million. The Phase I & II water meter replacement project was completed by City staff and contractors (Utility Metering Solutions), with 14,500 new meters installed by end of 2022.

In October of 2022, the City received a second \$2.0 million WaterSmart grant to replace another 11,193 meters and began Phase III of the replacement project. UMS was once again utilized to complete the project by June 30, 2025. Currently, 97% of the water meters in the City's system have been replaced and the two WaterSmart Grants have been closed, with all goals and requirements met. The City Meter Shop is continuing to replace the remaining water meters and has less than 900 left.

10. Legal Report

James Noble, outside counsel for the Greeley Water & Sewer Board presented the Legal Report for December 2025.

Mr. Noble reported that based on his review of the October 2025 Water Division 1 Resume, staff and water counsel recommended that the Water and Sewer Board authorize filing statements of opposition by the end of October 2025 to the following water court applications:

- **Case No. 25CW3151:** This case concerns an application by East Larimer County Water District (“ELCO”) for a change of 4.5 shares of the Water Supply and Storage Company, or “WSSC.” The application includes changes to alternate points of diversion and storage, and exchange rights. Mr. Noble recommended filing a statement of opposition to protect Greeley’s water rights from injury and to ensure that any terms and conditions are acceptable in light of Greeley’s portfolio of WSSC shares.
- **Case No. 25CW3147:** This case concerns an application by Fort Collins-Loveland Water District for a change of 11.25 shares of the Water Supply and Storage Company, or “WSSC.” The application includes changes to alternate points of diversion and storage, and exchange rights. Mr. Noble recommended filing a statement of opposition to protect Greeley’s water rights from injury and to ensure that any terms and conditions are acceptable in light of Greeley’s portfolio of WSSC shares.
- **Case No. 25CW3152:** This case concerns an application by Front Range Land and Cattle and WC Family Ranches, for nontributary underground water rights in the Upper Laramie Aquifer. Applicant claims an annual average amount of 4,359 acre feet per year from the aquifer. The overlying land for this claim consists of 5,328 acres, located in Townships 9, 10, and 11 North, Range 66 West. This is south of the Terry Ranch. Mr. Noble recommended that Greeley file a statement of opposition to evaluate the nontributary claims and to ensure that Greeley’s water rights are not adversely affected.

Vice Chairman Todd moved that the Board authorize filing statements of opposition in Case Nos. 25CW3151, 25CW3147, and 25CW3152, and for staff and legal counsel to seek resolution of issues raised by this case consistent with Water and Sewer Board Resolution No. 3, 2015. Mr. Miller seconded the motion. The motion passed 7 to 0.

Mr. Noble also provided an update on status of the Laramie River Pipeline Purchase and Sale Agreement which is currently in the due diligence process for resolving issues prior to closing.

Dena Egenhoff left the meeting at 3:05 pm

Crystal Sanchez and Mat Finch left the meeting at 3:21 pm

11. Director’s Report

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

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 3:55 pm.

13. Executive Session

Chairman Evans moved that the Board adjourn the public portion of this December 17, 2025 Water and 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):

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, Bret Naber on Behalf of Interim City Manager Brian McBroom, Kirk Jones, Mayor Dale Hall

Others Present during Executive Session:

Director Sean Chambers, Deputy Director of Utility Finance and Customer Service Erik Dial, Long Range Utility Planner Derek Hannon

Legal Counsel present during Executive Session:

Interim Supervising Senior Environmental & Water Attorney Daniel Biwer, Environmental & Water Resources Attorney Jessie Raybon, Outside Counsel to Water & Sewer Board Attorney James Noble

14. Adjournment

The Executive session portion of the meeting ended at 4:45 pm

City of Greeley
Water and Sewer Board

December 17, 2025

Board Minutes

DocuSigned by:
Harold Evans
9A5B721D12A5E41E
Harold Evans, Chairman

Signed by:
Brian K. McBroom
Brian McBroom, Board Secretary

Certificate Of Completion

Envelope Id: EA56A10B-8B8C-49FA-9DA6-FE1413FB72A2	Status: Completed
Subject: Complete with Docusign: Routing Memorandum Water and Sewer Board meeting minutes December 2025....	
Source Envelope:	
Document Pages: 7	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Gigi Allen
Time Zone: (UTC-07:00) Mountain Time (US & Canada)	1000 10th Street
	Greeley, CO 80631
	Gigi.Allen@Greeleygov.com
	IP Address: 204.98.114.6

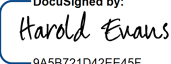
Record Tracking

Status: Original	Holder: Gigi Allen	Location: DocuSign
1/27/2026 4:25:18 PM	Gigi.Allen@Greeleygov.com	

Signer Events

Harold Evans
harold@evansmanagement.com
Secretary
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

9A5B721D42EE45F...
Signature Adoption: Pre-selected Style
Using IP Address: 76.130.201.205

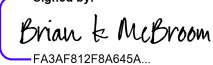
Timestamp

Sent: 1/27/2026 4:27:47 PM
Viewed: 1/27/2026 4:36:09 PM
Signed: 1/27/2026 4:36:22 PM

Electronic Record and Signature Disclosure:

Accepted: 8/22/2019 1:35:01 PM
ID: d4d68d82-95bf-4281-bc5e-ae668d194a62

Brian K McBroom
Brian.McBroom@greeleygov.com
Acting City Manager
Security Level: Email, Account Authentication (None)

Signed by:

FA3AF812F8A645A...
Signature Adoption: Pre-selected Style
Using IP Address:
2607:fb91:777:8768:184d:4df8:21c4:85d3
Signed using mobile

Sent: 1/28/2026 8:30:14 AM
Viewed: 1/28/2026 8:42:13 AM
Signed: 1/28/2026 9:08:48 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Brian McBroom
CMO.Admin@greeleygov.com
Security Level: Email, Account Authentication (None)

COPIED

Sent: 1/28/2026 8:30:15 AM
Viewed: 1/28/2026 8:30:16 AM

Electronic Record and Signature Disclosure:

Accepted: 1/28/2026 8:30:03 AM
ID: 4e406e1b-56a0-443b-8f8f-4bfe6f0d0545

Carbon Copy Events	Status	Timestamp
City Clerk recordscenter@greeleygov.com Security Level: Email, Account Authentication (None)	COPIED	Sent: 1/28/2026 9:08:49 AM Viewed: 1/28/2026 11:40:14 AM
Electronic Record and Signature Disclosure: Accepted: 3/7/2025 8:34:29 AM ID: fc78ef40-21f9-46b9-a4f8-e018dd891bf9		

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	1/27/2026 4:27:47 PM
Certified Delivered	Security Checked	1/28/2026 8:42:13 AM
Signing Complete	Security Checked	1/28/2026 9:08:48 AM
Completed	Security Checked	1/28/2026 9:08:49 AM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure

CONSUMER DISCLOSURE

From time to time, City of Greeley (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact City of Greeley:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: Adela.Gain@greeleygov.com

To advise City of Greeley of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at Adela.Gain@greeleygov.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from City of Greeley

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to Adela.Gain@greeleygov.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Greeley

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to Adela.Gain@greeleygov.com and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify City of Greeley as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by City of Greeley during the course of my relationship with you.