



FINANCE COMMITTEE

April 17, 2023

6:00 PM

Municipal Services Building, 8225 Third Street, Wellington, CO

Finance Committee Meeting Agenda

CALL TO ORDER

1. Roll Call

ACTION ITEMS

1. Minutes from the March 20, 2023 meeting
2. Presentation from Public Works
3. Further Discussion of Mayor Pay - Jason Mellon

REPORTS

1. Staff Communications
2. Finance - Committee Reports

ADJOURN

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements. Individuals needing special accommodation may request assistance by contacting at Town Hall or at 970-568-3380 ext. 110 at least 24 hours in advance.



Board of Trustees Meeting

Date: April 17, 2023
Subject: Minutes from the March 20, 2023 meeting

BACKGROUND / DISCUSSION

Meeting Minutes from the March 20, 2023 meeting.

STAFF RECOMMENDATION

Approve

ATTACHMENTS

1. 03-20-2023 Minutes

FINANCE COMMITTEE
MINUTES
March 20, 2023

A. CALL TO ORDER

The Town of Wellington Finance Committee meeting was called to order by Chair Christine Gaiter, on March 20, 2023 at 6:03 p.m. at the Town of Wellington. The meeting is being recorded.

Attendance:

Chair Christine Gaiter

Jesy Andreen

Dominic Baranyi

Sara Knaack online

Pat Johnson

Jason Mellin

Nic Redavid arrived at 6:23

Others in attendance:

Charity Campfield, Finance Director

Jon Gaiter, Trustee Liaison

Patty Garcia, Town Administrator online

Janice Foster, Accounting & Budget Analyst

B. PUBLIC INVITED TO BE HEARD

No Public comment was heard.

C. ACTION ITEMS /DISCUSSION ITEMS

1. Minutes from 02/27/2023 were approved by a motion by Dominic Baranyi and seconded by Jason Mellin.
2. An increase in compensation for future Board of Trustee (BOT) members was discussed.
 - Jason Mellin made a motion to recommend an increase in compensation for the Trustees to \$3,600 annually and to \$4,800 for the Mayor annually. The motion was seconded by Jesy Andreen. A roll call vote passed unanimously in support of the recommendation.
 - Jason Mellin volunteered to present to the BOT and answer any questions. Charity will put it on the agenda and work with Jason to develop information for the BOT packet.
3. The Financial Policy was reviewed.
 - A motion to recommend the Financial Policy to the trustees was made by Jesy Andreen, Pat Johnson seconded.

Recessed at 6:23, restarted at 6:27

- Nick Redavid made an amendment to the motion to replace the Components of the Fund Balance Policy on pages 6 & 7 with a reference to the Town's fund balance policy document. Dominic Baranyi seconded, the amendment carried and therefore the Motion passed.
 - The Committee asked Charity to present the Financial Policy to the BOT, or put on the consent agenda. Trustee Gaiter will speak to it if necessary, during the BOT meeting.
4. Debt Discussion.

D. REPORTS

1. Finance Director: Working on audits, they are focused on Accounts Payable right now.
2. Trustee Gaiter: no report
3. April Finance Committee meeting will be April 17, 2023.

E. ADJOURN

The meeting was adjourned at 7:22 PM.

Pat Johnson
Finance Committee Secretary

Board of Trustees Meeting

Date: April 17, 2023
Subject: Presentation from Public Works

BACKGROUND / DISCUSSION

Public Works Director Bob Gowing and Deputy Public Works Director Meagan Smith will be presenting on capital projects.

STAFF RECOMMENDATION

None

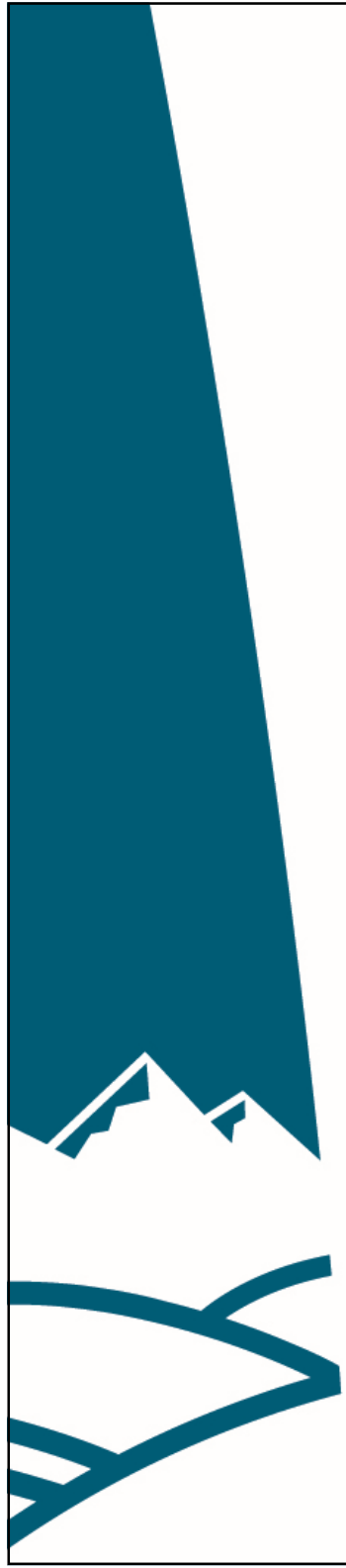
ATTACHMENTS

1. 2023-04 Finance Committee Presentation final

Public Works and Utilities Infrastructure and Finance

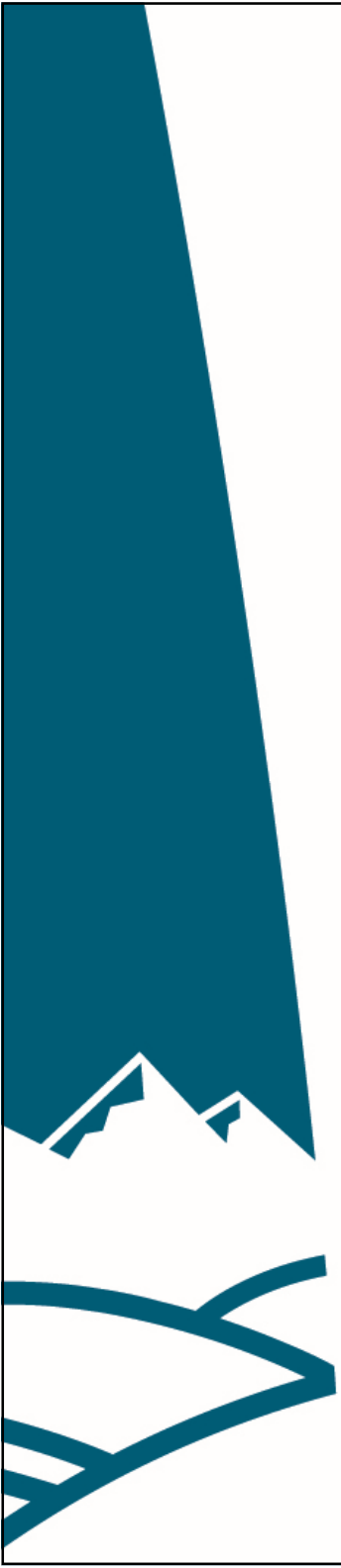
Bob Gowing, Director of Public Works
Meagan Smith, Deputy Director of Public Works
April 17, 2023





Public Works – General Information

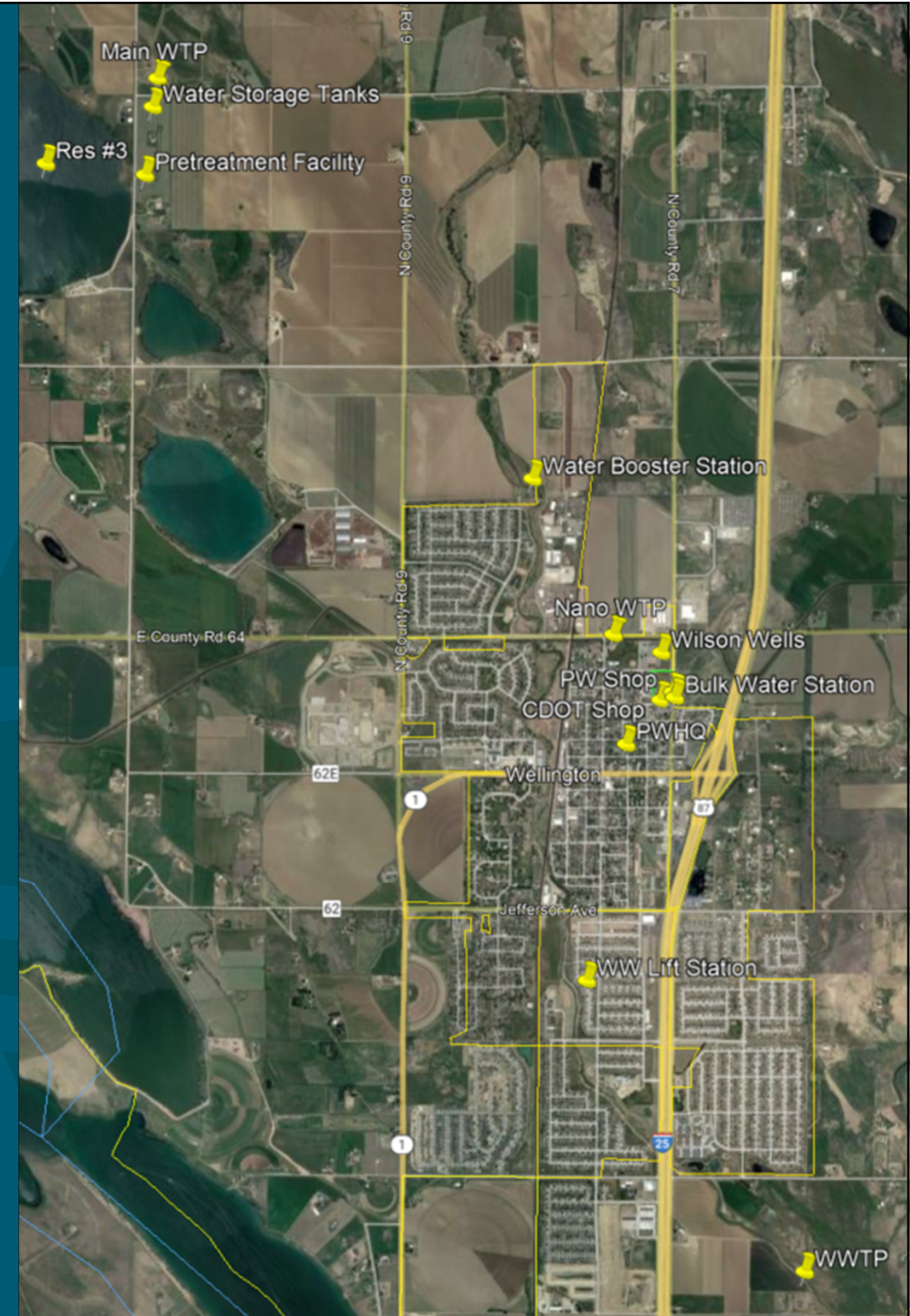
- Public Works consists of 5 divisions with a total of 27.5 (FTE) staff members
 - Public Works Administration and Engineering
 - Water Treatment
 - Wastewater Treatment
 - Distribution and Collection
 - Streets and Drainage
- Administration and Engineering
 - Overall leadership and management
 - Oversight, budgeting, expense management and administration for 5 funds: Water, Wastewater, Streets, Drainage and Public Works Administration
 - Revenue - Utility rates, infrastructure impact fees, grants, and loans
 - Grants totaling \$3,444,086
 - SRF loans totaling \$73,300,000
 - Expenditures – Operating and Capital Improvement Program budgets
 - 2023 total operating budget = \$13,337,386
 - 2023 total CIP budget = \$48,779,995
 - Total CIP 5-year = \$95,377,797

- 
- Purchasing
 - Procurement and purchasing for all expenses
 - Requests for Qualifications and Proposals
 - Open bid process for capital purchases
 - Contract Management
 - Contract preparation
 - Contract execution
 - Pay application processing
 - Davis/Bacon wages verifications and interviews
 - American Iron and Steel requirements
 - Submittal of SRF loan reimbursement requests
 - Grant applications, administration and reporting
 - Engineering
 - Infrastructure lifecycle management for streets, water, wastewater, and stormwater systems
 - Masterplanning and financial planning
 - Design
 - Construction
 - Operations, maintenance, asset management, and compliance
 - Repeat
 - Development review and construction inspection for all public infrastructure
 - Water resource planning and engineering
 - GIS development and management
 - Other duties as needed!

PW Building Facilities

Public Works manages 12 facilities throughout town

- Main Water Treatment Plant
- Water Storage Tanks
- Pretreatment Facility
- Water Booster Station
- Nanofiltration Treatment Plant
- Wilson Wells
- Public Works Shop
- Bulk Water Station
- CDOT Shop
- Public Works Building
- Wastewater Lift Station
- Wastewater Treatment Plant



PW Ground-level Facilities

Water Distribution System

- 353,000 linear feet of water piping, sized from 6-inch to 18-inch
- 1,435 water valves and other appurtenances
- 520 fire hydrants
- Bulk Water Station and Water Booster Station

Wastewater Collection System

- 240,000 linear feet of piping, sized from 6-inch to 24-inch
- 950 wastewater manholes
- Wastewater Lift Station

Streets

- 52 miles of public streets
- About 1000 traffic signs
- 500,000 linear feet of curb/gutter

Drainage System

- 72,300 linear feet of stormwater piping and culverts
- 580 manholes and other stormwater structures

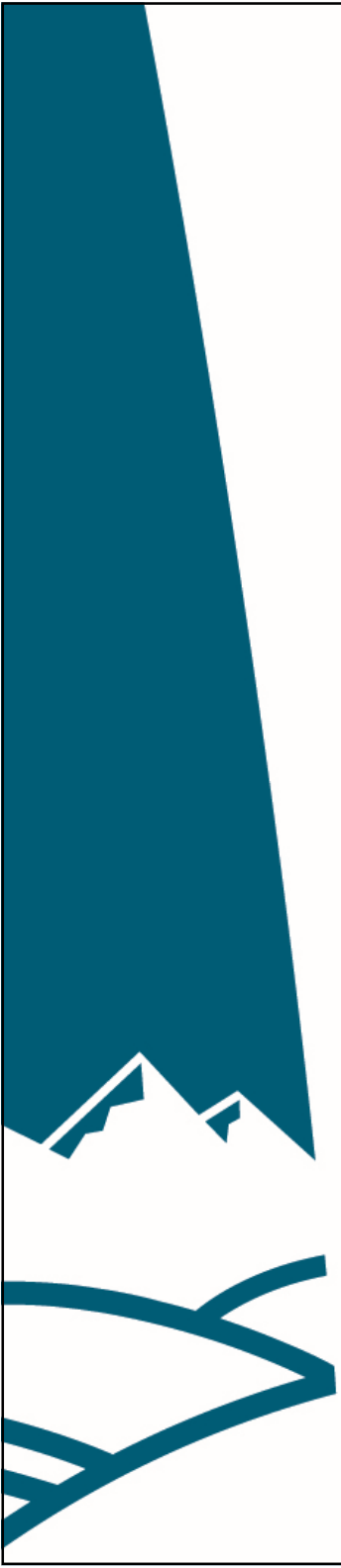


Capital Improvement Program

Highlights

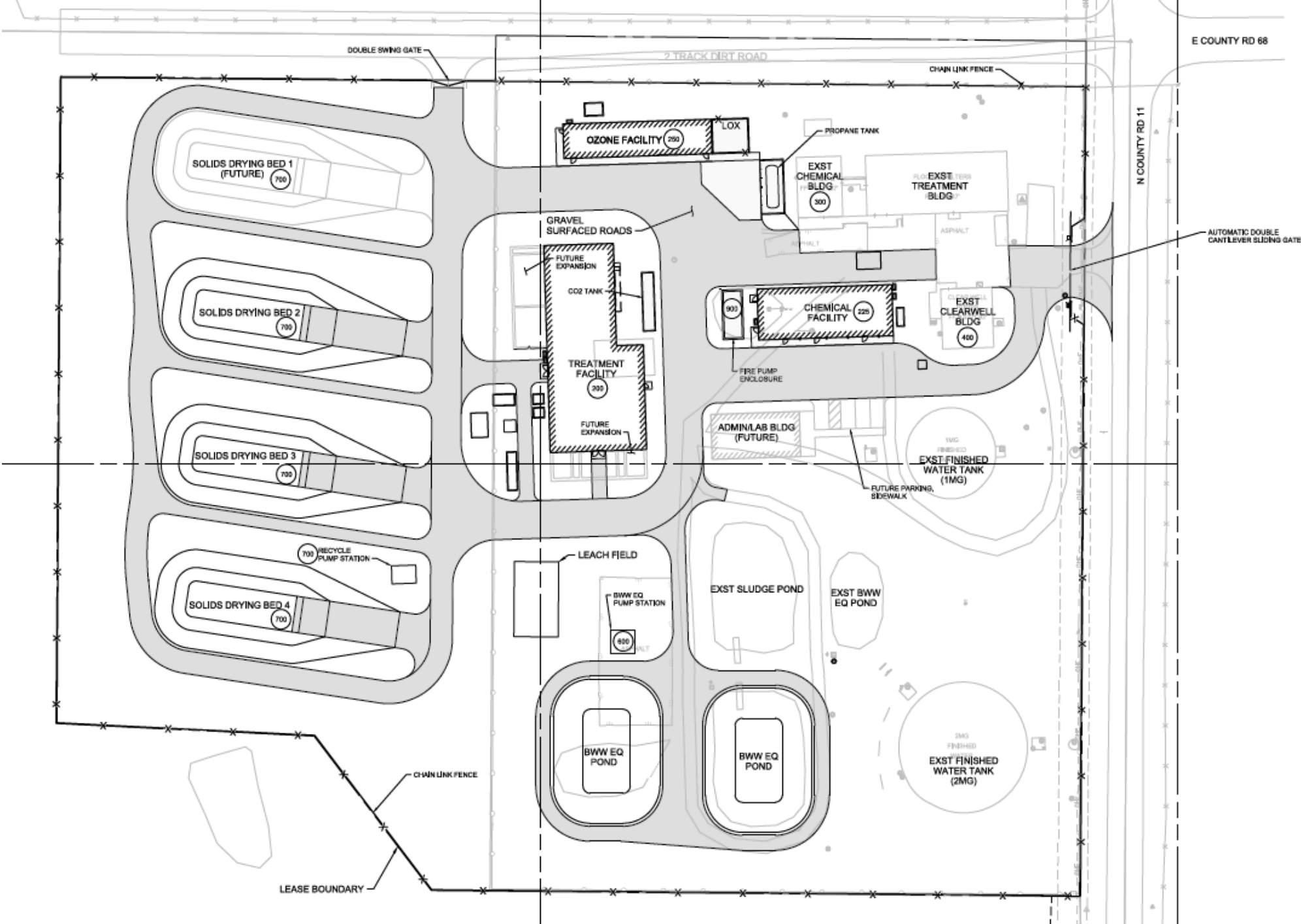
Water Treatment Plant Expansion
Wastewater Treatment Plant Expansion



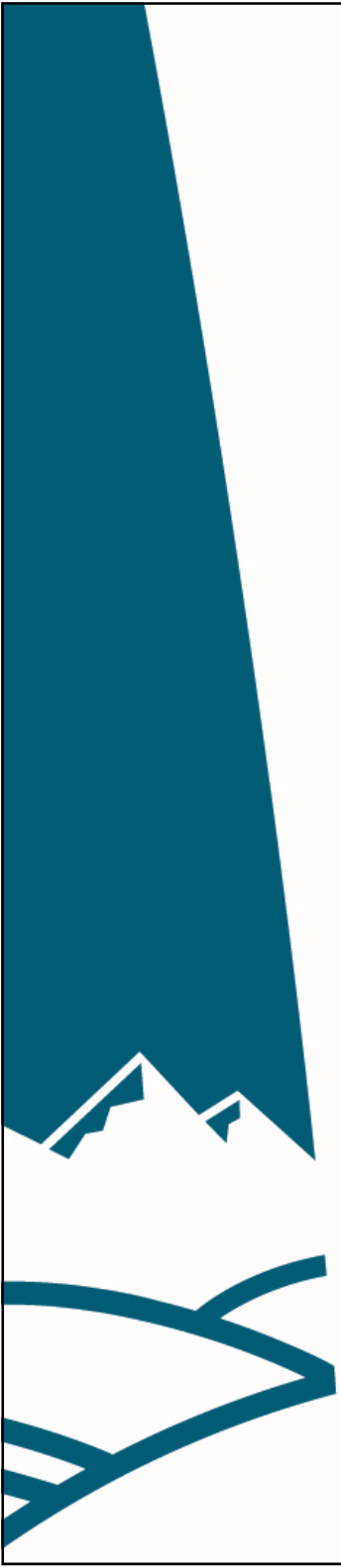


Water Treatment Plant Expansion Project

- Town goals for the project
 - Eliminate liquid discharge (required by the State)
 - Improve taste & odor
 - Increase capacity for future growth
- Design philosophy
 - Take the long view – Avoid future surprises
 - Design for future expansion now to prevent wasted dollars later
 - Align with Town Strategic Plan, Comprehensive Plan, and other Utility Masterplans
- Complete construction and start-up plant – Summer 2024



Water Treatment Plant Expansion – Site Plan



Wastewater Treatment Plant Expansion Project

- Town goals for the project
 - Meet newer, more stringent compliance standards
 - Capacity must grow with Water Treatment Plant Expansion
- Design philosophy
 - Take the long view – Avoid future surprises
 - Design for future expansion now to prevent wasted dollars later
 - Align with Town Strategic Plan, Comprehensive Plan, and other Utility Masterplans
- Complete construction and start-up plant – Summer/Fall 2024





Discussion



Board of Trustees Meeting

Date: April 17, 2023
Subject: Further Discussion of Mayor Pay - Jason Mellon

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. Peer Communities BOT Salary_Jan 2023

	Population	BOT/Council	Mayor	Updated
Alamosa	9,704	\$4,800 annual	\$7200 annual	2019
Berthoud	10,188	\$150 per meeting	\$200 per meeting	2022
Buena Vista	2,859	\$350 per meeting	\$450 per meeting	2020
Craig	9,026	\$300 / month	\$300 / month	2017
Dacono	6,084	\$600 annual	\$900 annual	2017
Eaton	5,648	\$300 annual	\$420 annual	2008
Fort Lupton	7,947	\$6,000 annual	\$9,000 annual	2020
Fruita	13,296	\$3,000 annual	\$5,700 annual	2022
Glenwood Springs	10,017	\$12,000 annual	\$14,400 annual	2019
Johnstown	16,596	\$3,000 annual	\$4,800 annual	2016
Keenesburg	1,546	\$75 per meeting	\$6,000 annual	2022
Kersey	1,533	\$150 per meeting	\$300 per month	2020
Lamar	7,636	\$2,400 annual	\$4,800 annual	2018
Lyons	2,261	\$2,400 annual	\$4800 annual	2019
Mead	4,716	\$8,400 annual	\$12,000 annual	2022
Monument	10,026	No compensation	No compensation	2019
Severance	7,691	\$50 per meeting	\$3,600 annual & \$50 per special meeting	2022
Superior	13,283	\$6,000 annual	\$9,000 annual	2020
Timnath	6,289	No compensation	No compensation	2009
Wellington	10,679	\$1,200 annual	\$3,600 annual	2014
Windsor	31,972	\$8,000 annual	\$12,000 annual	2021