Citizens’ Water Advisory Commission (CWAC) Agenda

October 10, 2023, 6:00 p.m.
Spinney Mountain Room, Daniel P. Mikesell Water Operations Facility
26791 E Quincy Ave./Hybrid

Microsoft Teams Link:
Click here to join the meeting
or

Call in (audio only) - 720-388-8447
Phone Conference ID: 803 954 262#

Members: Angie Binder - Chair, Richard “Dick” Eason -Vice Chair, Jay Campbell, Tom Coker, Dennis Dechant, Janet Marlow, David Patterson, Daniel Widrich

1. Approval of Minutes – August 8, 2023
   Chair

2. Introductions/Public Invited to be Heard
   Chair

3. Communications Update
   Greg Baker

4. Proposed CWAC By-laws Update
   Greg Baker

5. 2024 Reappointment and new applicant process
   Greg Baker

6. Confirm Next Meeting – Tuesday, November 14, 2023
   Chair

7. Adjourn
   Chair

Following the meeting will be staff-led a tour of the Daniel P. Mikesell Operations Facility
The meeting was called to order at 6:02 p.m.

1. Approval of July 11, 2023 Minutes
   The July 11, 2023 minutes were approved.

2. Introductions/Public Invited to be Heard
   None.

3. Communications Update
   G. Baker informed committee that the ordinance to change the committee will take effect on September 2. Dennis, Daniel and Angie are up for reappointment next year. There will be an additional commercial representative and resident added next year.

   T. Coker asked for an update on the drought rebate issue.
   M. Brown explained that the council member pulled the resolution and did not move that forward.

   C. Olukotun presented the quarterly financial report for the second quarter of 2023. Combined Operating revenues (Water, Sewer, and Stormwater) in the second quarter of 2023 were 6.0 percent lower than planned and 6.5 percent lower than the second quarter of 2022. In 2023, Aurora Water implemented rate increases of 4.0 percent, 5.0 percent, and 3.5 percent to the water, sewer, and stormwater service respectively.

   Combined Development revenues (Water, Sewer, and Stormwater) in the second quarter of 2023 are 28.0 percent lower than planned and 32.7 percent lower than the second quarter of 2022. In 2023, Aurora Water implemented a 6.0 percent average increase in water connection fees and a 6.3 percent average increase in sewer connection fees. No increase was adopted for stormwater development fees. Development in the second quarter of 2023 is effectively lower than previous years. Aurora Water will continue to monitor growth and evaluate market conditions to adjust our
August 8, 2023 – CWAC Minutes Subject to Approval Page 2 of 4

revenue and spending plans.

A. Binder asked if we knew why the number of connections are down from what we projected. M. Brown answered that developers seemed to have slowed down because of the economic conditions.

T. Coker asked if we picked up any additional overhead costs with our move to SEAM and what moving expenses will be. C. Olukotun explained that a majority of what we spend at the current location will move over to SEAM. M. Brown stated that moving expenses are accounted for in that larger SEAM budget.

A. Binder asked if the downgrade in the US Bond Rate would have any effect on Aurora’s potential to borrow? C. Olukotun said that according to Treasury, no.

4b. Capital Improvement Project of the Quarter – Emergency Stormwater Repair at Airport Boulevard and 32nd Street

A. Long presented the project of the quarter. An Aurora Water locator notified Aurora Operations on May 5, 2023 that the bottom of a stormwater pipe (also know as the invert) appeared to be missing. The storm pipe was located near the intersection of E. 32nd Ave. and Airport Blvd., which has constant heavy duty truck traffic due to the proximity of I-70 and the fueling station. Operations went to investigate and found the pipe invert was corroded and had collapsed approximately 8-feet into the pipe. Water was seen openly flowing into the ground. Aurora’s web maps indicated the pipe was a 36-inch reinforced concrete pipe (RCP); however, in the field it was confirmed to be a 36-inch corrugated metal pipe (CMP). Aurora Water Operations mobilized traffic control to close the lane while the Aurora Water Principal Engineer called a contractor to the site to help with the repair. The contractor was selected because of their qualifications and crew availability to handle this emergency repair. After completing a site observation, the contractor contacted suppliers and prepared for mobilization to the site on May 8, 2023.

Aurora Water requested an emergency purchase order for the repair of the failed 36-inch CMP storm line. The work included removing the existing CMP pipe, over excavating to remove saturated spoils, installing a new storm pipe, backfilling, and restoring the roadway surface and striping. In the two weeks it took to complete the repair, materials were ordered and crews had to work around constant spring rains.

5. Water & Sewer Connection Fees

C. Olukotun presented the proposed Water and Sewer Connection Fees for 2024. Aurora Water’s connection fees are a one-time payment to connect to Aurora’s water system to compensate the city for the cost of acquiring, constructing, and extending infrastructure to support new development. The 2024 fiscal year budget includes an increase in connection fees based on an updated cost of service model and the most current financial plan. Aurora Water understands the significant impact fee increases have on the development community, and therefore, the policy of the utility is, whenever possible, to have phased incremental fee increases.

Aurora Water updated the water connection fees based on updated costs and projections, with a major increase for water rights purchase costs and the inclusion of other costs associated with water connection fees. Costs to purchase water went up from $19,250/AF to $26,500 and the water connection fee now includes allocations for land, engineering, and legal costs, including
water losses. This change resulted in a 27% overall increase from last year. Even with this impactful increase, the City of Aurora Water connection fees remain low when compared to peer cities.

Aurora Water updated the sanitary sewer connection fees and the sewer interceptor development fees based on the updated development related sewer collection projects and used the sanitary sewer fixed assets values as of December 31, 2022, and the updated sewer CIP projection for the period 2023-2041. The last time Aurora Water’s Engineering and Planning Division updated the sewer master plan was in 2017. The update resulted in a 60% increase on current fees, which will be phased in over the next 3 years (20% annually) to allow the development community to adjust to the changes. The charges assessed under the previous schedule were not adequately covering the City’s costs for sewer infrastructure and future growth.

A. Binder asked what size properties correspond with meter size.
G. Baker explained that 5/8” and 3/4” are typically single-family homes, 1” and above are usually commercial or multi-family properties.

D. Eason asked how long it has been since we last raised connection fees.
M. Brown answered that we did fee increases last year and do them most years. What hit us this year were the cost increases that Cat shared.

D. Eason asked if we have had any feedback from the development community.
M. Brown explained that the information has not been shared with them yet. Typically that information is shared around the time that this goes to Water Policy to avoid getting ahead of Council.

J. Marlow asked if we are considering people installing pet washes in their home and additional dwelling units (ADU).
M. Brown said there is a process for garages and detached dwellings but will have to check on basements. There are no plans for the pet washing stations at this point.

D. Eason asked how often Metro update their connection fees.
M. Brown answered annually.

A. Binder asked why Denver’s fees are so much lower.
M. Brown explained that Denver isn’t really acquiring or developing any new water rights currently. 65% of our connection fees for water goes towards acquisition and development of water supply.

6. Environmental Education and Outreach Team
N. Brower-Kirton presented highlights of the Education team’s work during the 2022-2023 school year. EE & O programs include Youth Education, Professional Development Workshops for Teachers, Pipeline – Careers in Water and Community Education & Outreach. The Youth Education programs include classroom presentations, assembly presentations, field trips (Youth Water Festival), H2O Outdoors and Teacher Resources. Activity booklets, tools and prizes are provided to participating students. Forests to Faucets I & II and the APS 5th Grade Teacher Workshop make up the Professional Development Workshops for Teachers. The Pipeline – Careers in Water program includes educational career fairs and developing an apprenticeship program with APS-Pickens Tech. Various events, classes and the Water Course are offered as
part of the Community Education & Outreach Program. A brief description of the Trumbull Experimental Forest and Statewide Water Education Action Plan (SWEAP) were provided.

7. Water Tour Details/Itinerary
G. Baker provided the itinerary for the upcoming Water Tour.

8. Letter to Council for Special Study Session (Sept. 19)
A. Binder led a brief discussion and asked that committee members provide input via email to compose letter to Council.

9. Review Follow-Up Questions
None

7. Confirm Next Meeting –
No meeting in September, will do a Water Tour instead.
Next meeting will be October 10, 2023.

8. Adjourn
The meeting was adjourned at 8:20PM

______________________________
Angie Binder, Chair
Citizens’ Water Advisory Committee

Adopted: ___________________________
MEMORANDUM

To: Citizens’ Water Advisory Commission

Through: Marshall P. Brown, General Manager, Aurora Water

From: Greg Baker, Deputy Director for Internal & External Relations

Date: October 10, 2023

Subject: Citizens’ Water Advisory Commission Bylaws Review and Approval

Purpose:

Effective September 2, 2023, Aurora Ordinance No. 2023-70 established the Citizens’ Water Advisory Commission. Per the City Clerk’s Board liaison guidebook, “each board and commission adopt their own rules of procedure for the proper conduct of business (City Charter, Article IX, Section 9-1). Bylaws are initially adopted following the formation of the board and are updated as necessary.”

The Clerk’s office has templated a new format for the bylaws including suggested language, Staff has created draft bylaws for the Commission’s consideration based on the previous CWAC bylaws, new responsibilities included in the ordinance, and the suggested language.

One new proposed element included in many board and commission bylaws has the commission approve an excused absence request by a commission member.

Action Required:

Does the Citizens’ Water Advisory Commission approve the proposed bylaws?

cc: File copy
Functions of the Citizens' Water Advisory Committee (CWAC).

The CWAC shall provide counsel and recommendations to the Water department on the budget, departmental work plans, operational needs, strategic planning, long-range capital improvements, financial planning and intergovernmental relations. This shall include but not be limited to the following:

(a) Act as an advisory body on water capital improvements program planning and rate structure formulation to city government;

(b) Annually review the proposed water system operating budget and capital improvement program, and recommend to the City Council an annual and bi-annual capital budget;

(c) Annually review the water revenue requirements of the water system and recommend to the City Council such rate adjustments as may be required; promote the needs of the customers of the Aurora water system consistent with adopted City Council policies, and ensure that the water system delivers safe, adequate, and quality water to all of its customers;

(d) Provide information and opinions to the City Council as may be required by the City Council relative to water resource development needs;

(e) Quarterly review and report on activities, suggestions or concerns the committee may deem necessary to City Council through the appropriate policy committee.

Membership.

(a) The CWAC shall consist of a minimum of seven (7) and maximum of nine (9) members who shall be registered electors as defined in the Charter, appointed by the City Council, who have the necessary qualifications to review complex engineering and utility financing issues. One member shall represent a commercial rate payer.

Code of Ethics.

(a) Members of the CWAC shall maintain ethical standards in the performance of their duties and responsibilities;

(b) No member shall use any information revealed in the performance of his or her duties for making a private profit or gaining personal benefit or benefit for others;

(c) No member shall accept a gift or service of substantial value or economic value as defined in Section 24-18-104 C.R.S. The following are examples of items which shall not be considered gifts of substantial value for the purposes of this section: an occasional
non-pecuniary gift, insignificant in value; items of perishable non-permanent value, including meals, tickets to sporting, recreational, educational, or cultural events;

(d) No member shall appear on behalf of private interests before the CWAC. Members shall not represent private interests in any action or proceeding against the interests of the City in any litigation in which the City is a party;

(e) The chairperson shall be the spokesperson for the CWAC. Members shall refrain from making public statements concerning the CWAC without approval from the City Manager's office;

(f) The burden is on each member to abide by the above terms and to acknowledge any conflict of interest to the committee.

Terms.

Terms of appointment for all members shall be three years.

Conduct of Business.

All business conducted by the CWAC shall comply with the Open Meetings Law, C.R.S. section 24-6-401, et seq.; as amended. All proceedings of the CWAC shall be public.

Record of proceedings.

The CWAC shall keep an accurate record of all proceedings.

Chairperson and vice-chairperson.

(a) At the first meeting following January 1, the CWAC shall elect a chairperson and vice-chairperson;

(b) Nominations shall be from the floor. Those elected shall assume office immediately. The tenure for each position shall be one (1) year;

(c) The chairperson shall preside at all meetings;

(d) A majority of the members appointed and serving on the CWAC shall constitute a quorum. A quorum is required for any item to be put to a vote.

Removal of officers/members.

(a) Any officer or member may be removed for failure to abide by CWAC's Rules and Regulations, Code of Ethics, or for failure to attend meetings;

(b) All members shall be subject to removal by City Council at its pleasure, without cause, pursuant to section 9-1 of the City Charter.
Support.

The Water department shall provide such records, information, supplies, clerical help and budget data as is requested by the chairperson of the CWAC, provided that such request shall be reasonable both as to its extent and content so as not to place an undue burden upon the administration of the City. Clerical and technical support to the committee will be provided by the Water department.

Reports.

a) The CWAC shall make at least one (1) annual report to the City Council. The committee shall make such other reports to the City Council as may be requested of it from time to time by a majority of the City Council;

b) The CWAC shall make at least four (4) quarterly reports to the appropriate policy committee. The committee shall make such other reports to the policy committee as may be requested of it from time to time by the policy committee;

c) All reports or recommendations made by the CWAC shall be advisory only to the City Council and shall be presented by the chairperson of the committee and shall consist of a majority report. A minority report may also be submitted by any member.
ARTICLE I  Organizational Name

The name of the organization shall be the Citizens’ Water Advisory Commission (which hereafter may also be referred to as CWAC).

ARTICLE II  Purpose

The Aurora City Council (hereinafter City Council) has recognized water scarcity in the arid west is compounded by water availability and population growth. The City of Aurora and its residents are directly impacted by many of the legislative acts promulgated by City Council and the decisions within the purview of the General Manager of Aurora Water.

The purpose of the Citizens’ Water Advisory Commission is to provide informed suggestions and recommendations to both City Council and Aurora Water.

ARTICLE III  Function and Duties

Pursuant to City Code Section 138-61, the Citizens’ Water Advisory Commission may provide suggestions and recommendations to Aurora Water and City Council regarding requests for reconsideration of proposals denied by Aurora Water for: (1) water supply proposals; and/or (2) large water use development proposals. The commission may also provide counsel and give suggestions and recommendations to the water department and City Council on departmental work plans, operational needs, strategic planning, long-range capital improvements, and financial planning.

ARTICLE V  Composition

City Code Section 138-62 states that “the commission shall consist of a minimum of seven and a maximum of nine voting members appointed by the city council each of whom have the necessary qualifications to review complex water resources, water law, engineering or water financing issues. Seven members must represent residential ratepayers and will be subject to the residency requirements pursuant to section 2-769. Two members will represent commercial ratepayers, which, pursuant to section 2-769, need not be residents of the city. No voting members shall hold any paid office or position in the city administration. Individuals holding the position of the general manager of Aurora Water and the assistant general manager water supply and demand shall be nonvoting members of the commission. Staff support for the commission shall be provided, dependent upon available resources, by the city manager or designee.”
ARTICLE VI  Terms of Commission Members.

Terms of appointment for all CWAC members shall be three years and CWAC members may serve up to three consecutive terms. A term-limited CWAC member must sit out a full term before being appointed to the CWAC. The term of all CWAC members shall end on February 14th following the third year of appointment.

ARTICLE VII  Compensation

The CWAC members will serve without compensation.

ARTICLE VIII  Organization and Officers

A. Chairperson
The chairperson shall preside at all CWAC meetings;

B. Vice-chairperson
The Vice Chairperson shall preside over all CWAC meetings in the absence of the Chairperson;

C. Recording Secretary
In lieu of a Recording Secretary, designated Aurora Water staff shall prepare minutes of all CWAC meetings and present them to the CWAC for approval. Upon approval, both the Chairperson and designated Aurora Water staff person shall sign the minutes. The original minutes shall be kept in Aurora Water’s archives with copies in the designated staff’s office.

Election of Officers

At the first meeting following January 1, the CWAC shall elect a chairperson and vice-chairperson. Nominations shall be from the floor. Those elected shall assume office immediately. The tenure for each position shall be one (1) year.

ARTICLE IX  Voting

A quorum shall be established when a majority of the members appointed and serving on the CWAC are present. A quorum shall be required for any item to be put to a vote. Any CWAC action must be adopted by a majority of the quorum.

ARTICLE X  Removal of Members and Vacancies

All CWAC members are subject to removal by the City Council at its pleasure, without cause, pursuant to section 9-1 of the City Charter.

Any CWAC officer or member may be removed for failure to abide by CWAC’s Bylaws (including but not limited to the Code of Ethics set forth below in Article XIII), or for failure to attend meetings.

Any CWAC member who may be required to miss a scheduled meeting may be excused from such absence by calling or e-mailing either the Chair or Aurora
Water staff and requesting an excused absence. **A majority vote of the CWAC members present shall be required to excuse any absence.** Any CWAC member who has unexcused absences more than 25% of the scheduled meetings in a calendar year will be deemed to automatically resigned from the CWAC.

A CWAC member may terminate their membership voluntarily by submitting a written letter of resignation to City Council with a copy to the Chairperson. CWAC membership may also terminate automatically if his or her qualifications change during the course of the appointment (see Article V. ‘Composition’).

Vacancies among the CWAC shall be filled by appointment of the City Council. Active CWAC members shall interview candidates available from the City announcement process. For the initial formation of the CWAC, the current members of the CWAC will be placed into nomination for approval by City Council.

**ARTICLE XI**

**Place and Frequency of Meetings**

Regular meetings of the CWAC shall be held on the second Tuesday of each month from 6:00 to 8:00 pm at the Daniel P. Mikesell Water Operations Facility, located at 26791 East Quincy Avenue, Aurora, Colorado 80016. Any changes in the meeting place or schedule will be made with reasonable notice either in writing, e-mail or by telephone to each CWAC member. The agenda for such meetings shall be sent to each CWAC member. The agenda for such meeting shall be prepared by Aurora Water staff in coordination with the Chairperson and distributed prior to each meeting. Attendance may be via teleconference technology (such as Teams, Zoom or WebEx) with prior approval of the Chair and/or Aurora Water staff.

Exception to the above meeting schedule: In the event of a holiday on the second Tuesday of the month, the meeting shall be held on the third Tuesday of the month.

**ARTICLE XII**

**Revision or Amendment of Bylaws**

These by-laws (rules of procedure) may be amended or revised, as needed, by a majority vote of a quorum of the CWAC membership.

**ARTICLE XIII**

**Standards and Code of Ethics**

A. CWAC members shall maintain ethical standards in the performance of their duties and responsibilities;

B. No CWAC member shall use any information revealed to them through the performance of his or her duties to make any profit or gain any personal benefit or benefit for others;

C. No CWAC member shall accept a gift or service of substantial value or economic value as defined in C.R.S. 24-18-104. The following are examples of items that shall not be considered gifts of substantial value for the purposes of this section: an occasional non-pecuniary gift, insignificant in value; items of
perishable non-permanent value, including meals, tickets to sporting, recreational, educational, or cultural events;

D. No CWAC member shall appear on behalf of private interests before the CWAC. CWAC members shall not participate in any action or proceeding against the interests of the City of Aurora (including its Utility Enterprise, Aurora Water) including but not limited to any litigation in which the City is a party;

E. The chairperson shall be the sole spokesperson for the CWAC. Members shall refrain from making public statements concerning the CWAC, or any information revealed to them through their participation in CWAC, without prior written approval from the General Manager of Aurora Water;

F. The burden is on each member to abide by the above terms and to acknowledge any conflict of interest to the C

Conduct of Business.

All business conducted by the CWAC shall be in public session and shall comply with the Open Meetings Law, C.R.S. section 24-6-401, et seq.; as amended.
ORDINANCE NO. 2023-70

A BILL


WHEREAS, the City of Aurora, acting by and through its Utility Enterprise (“Aurora Water”) recognizes the benefits of utilizing a citizens advisory committee to provide a path for reconsideration of certain decisions made by Aurora Water; and

WHEREAS, Aurora Water specifically wishes to provide a forum for the reconsideration of water supply opportunities and large water use projects; and

WHEREAS, although a citizens advisory committee currently exists in the City, certain modifications to existing code are necessary to assist Aurora Water in better utilizing a reformulated, refocused and renamed citizens water advisory commission to consider important issues and provide advisory opinions to City Council.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AURORA, COLORADO:

Section 1. That Section 138-61 of the City Code of the City of Aurora, Colorado, is hereby amended to read as follows:

Sec. 138-61 – Created, Purpose and Duties
There is created a citizens' water advisory committee to provide suggestions and recommendations to Aurora Water and City Council regarding requests for reconsideration of proposals denied by Aurora Water for: (1) water supply proposals; and/or (2) large water use development proposals. The commission may also provide counsel, and give suggestions and recommendations to the water department and city council on all phases of budget, departmental work plans, operational needs, strategic planning, long range capital improvements, and financial planning. The city council chair for the water policy committee shall be an ex-officio member.

Section 2. That Section 138-62 of the City Code of the City of Aurora, Colorado, is hereby amended to read as follows:

Sec. 138-62 – Composition and Qualifications
The commission shall consist of a minimum of seven (7) and a maximum of nine (9) voting members appointed by the city council each of whom have the necessary qualifications to review complex water resources, water law, engineering or water financing issues. Seven (7) members must represent residential ratepayers and will be subject to the residency requirements pursuant to section 2-769 of this Code. Two (2) members will represent commercial ratepayers, which, pursuant to section 2-769 of this Code, need not be residents of the City. No voting members shall hold any paid office or position in the City administration. Individuals holding the position of the General Manager of Aurora Water and the Assistant General Manager Water Supply and Demand shall be non-voting members of the commission. Staff support for the commission shall be provided, dependent upon available resources, by the City Manager or designee. The citizens' water advisory committee shall consist of up to a maximum of nine persons appointed by the city council who have the necessary qualifications to review complex, engineering and water financing issues and who shall be registered electors as defined in the Charter.

Section 3. That Section 138-63 of the City Code of the City of Aurora, Colorado, is hereby amended to read as follows:

Sec. 138-63 – Repealed Organization and Bylaws.
The citizens’ advisory water commission shall be organized pursuant to Charter section 9-1. The commission shall adopt rules of procedure and bylaws to be consistent with the commissions’ purpose set forth in section 138-61.

Section 4. That Section 138-66 of the City Code of the City of Aurora, Colorado, is hereby amended to read as follows:

Sec. 138-66 – Records.
The city manager shall provide such records, information, supplies, clerical help and budget data as is requested by the chairperson of the citizens' water advisory committee, provided that such request shall be reasonable both as to its extent and content so as not to place an undue burden upon the administration of the City. Administrative staff, clerical, financial and budget support for the commission will be provided by Aurora Water. Clerical and technical support to the committee will be provided by the water department; financial and budget support will be provided by the finance department. Administrative staff support to the committee will be provided by both the water department and the finance and administrative services departments.
Section 5. That Section 138-67 of the City Code of the City of Aurora, Colorado, is hereby amended to read as follows:

Sec. 138-67 – Reports.
(a) The commission shall make at least one (1) annual report to council’s water policy committee. The commission shall make other such reports to the city council as needed. The citizens’ water advisory committee shall make an annual report to the city council in a timeframe consistent with the budget process. The committee shall make such other reports to the city council as may be requested of it from time to time when such requests are by a majority of the city council.
(b) All reports or recommendations made by the citizens’ water advisory committee shall be advisory only to the city council and shall be presented by the chairperson of the commission and shall consist of a majority report. A minority report may also be submitted by any member.

Section 6. The provisions of this Ordinance are hereby declared to be severable. If any section, paragraph, clause, or provision of this Ordinance shall, for any reason, be held to be invalid or unenforceable by a court of competent jurisdiction, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance.

Section 7. Pursuant to Section 5-5 of the Charter of the City of Aurora, Colorado, the second publication of this Ordinance shall be by reference, utilizing the ordinance title. Copies of this Ordinance are available at the Office of the City Clerk.

Section 8. Repealer. All orders, resolutions, or ordinances in conflict with this Ordinance or with any of the documents hereby approved, are hereby repealed only to the extent of such conflict. This repealer shall not be construed as reviving any resolution, ordinance, or part thereof, heretofore repealed.

INTRODUCED, READ AND ORDERED PUBLISHED this _____ day of _____________, 2023.

PASSED AND ORDERED PUBLISHED this _____ day of _____________, 2023.

__________________________________
MIKE COFFMAN, Mayor

ATTEST:

_________________________________
KADEE RODRIGUEZ, City Clerk