

# AGENDA

TOWN OF HUDSON – TOWN COUNCIL  
REGULAR MEETING  
August 19, 2020 - 6:00 P.M.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89871276412?pwd=ZW0vdDdkclRPT0hIVXdoRzZ1dXVyUT09>

Passcode: 241859

Or iPhone one-tap :

US: +16699006833,,89871276412#,,,,,0#,,241859# or +12532158782,,89871276412#,,,,,0#,,241859#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 Webinar ID: 898 7127 6412

Passcode: 241859

International numbers available: <https://us02web.zoom.us/j/89871276412?pwd=ZW0vdDdkclRPT0hIVXdoRzZ1dXVyUT09>

## PLEDGE OF ALLEGIANCE

## CALL TO ORDER AND ROLL CALL

## ADDITIONS TO AGENDA

### CITIZENS COMMENTS (3 minutes per person)

Comments will be allowed on matters of interest or concern to citizens except items to be considered at tonight's meeting that include time for citizen comment.

#### 1) CONSENT AGENDA

*(Consent Agenda Items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless a Council member or Citizen so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Regular Agenda.)*

- a. Town Council Meeting Minutes – August 5, 2020
- b. Payment of Bills

#### 2) GENERAL BUSINESS

- a. **DISCUSSION- Hudson Water Planning- Steve Nguyen**
- b. **Approval of Public Works Utility/Operator 1 Job Description**

#### 3) STAFF REPORTS

#### 4) CITIZEN'S COMMENTS (3 minutes per person)

Comments will be allowed on matters that the Town Council previously considered for which public comment was not previously received.

#### 5) ADJOURNMENT

*The order of agenda items listed above are approximate and intended as a guideline for the Town Council. Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the Town Clerk, 50 S. Beech Street PO Box 351, Hudson, CO 80642 (303) 536-9311, [clerk@hudsoncolorado.org](mailto:clerk@hudsoncolorado.org) at least 24 hours in advance.*



**TOWN OF HUDSON  
REQUEST FOR COUNCIL ACTION**

Meeting Date: August 19, 2020:

Agenda Item No.: 1	Department: Clerk	Presenter: Campfield
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**ITEM:**

Consent Agenda

**BACKGROUND:**

- Approval of Town Council Meeting Minutes for the August 5, 2020 meeting
- Payment of Bills

**FISCAL NOTE:**

None

**STAFF RECOMMENDATION:**

Approve

**SUGGESTED MOTIONS:**

“I make a motion to approve the consent agenda.”

MINUTES  
TOWN OF HUDSON TOWN COUNCIL  
REGULAR MEETING  
August 5, 2020 - 6:00 P.M.

CALL TO ORDER AND ROLL CALL

Mayor Hargis called the meeting to order at 6:00 p.m.

ROLL CALL

Mayor, Laura Hargis – Present  
Mayor Pro Tem, Maria Chavez – Present  
Councilmember, Candace Nolf – Present  
Councilmember, Joe Hammock – Present  
Councilmember, Sarah Stadler – Present  
Councilmember, Daniel Warren – Present  
Councilmember, Michael Maestas - Present

Charity Campfield, took roll call and (7) Councilmembers were present.

Town Staff Present:

Town Manager – Guy Patterson  
Town Clerk - Charity Campfield  
Hilary Graham – Town Attorney  
Public Works and Utilities Director – Hunter Fobare  
Police Chief – Jay Hirokawa  
Town Planner – Jennifer Woods

ADDITIONS TO AGENDA

None

**CITIZEN'S COMMENTS**

Doug Myers, with the Hudson Fire Department, reported that they have had 560 calls for service, 353 were EMS and 207 were fire calls. There have been a couple of major fires. Weld County Road 49 and 22 had covered 3 districts, 2000 acres were burned, and they lost one structure.

**1) CONSENT AGENDA**

(Consent Agenda Items are considered routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless a Councilmember or Citizen so requests, in which case the items may be removed from the Consent Agenda and considered at the end of the Regular Agenda.)

- a. Town Council Meeting Minutes, July 15, 2020
- b. Payment of Bills

Councilmember Chavez made a motion, seconded by Councilmember Hammock to approve the Consent Agenda.

The vote was as follows:

Aye: Councilmembers Stadler, Nolf, Hammock, Maestas, Warren, Chavez, and Mayor Hargis.  
Nay: None  
Mayor Hargis declared the motion carried.

**2) GENERAL BUSINESS**

**a. DISCUSSION – HUDSON WATER PLANNING- STEVE NGUYEN**

Steve Nguyen was unable to attend the meeting this agenda item has been moved to the August 19, 2020 meeting.

**b. RESOLUTION NO 20-19: A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE HIGH PLAINS LIBRARY DISTRICT CONCERNING LIBRARY SERVICES.**

Guy Patterson, Town Manager, reported that this required by all libraries in the district.

Matthew Hort, Executive Director High Plains Library District, reported that the intergovernmental agreement is for all the different member libraries. This is for the district to support all of the libraries and their communities.

Councilmember Stadler made a motion, seconded by Councilmember Warren to approve Resolution No. 20-19: a resolution approving an intergovernmental agreement with the High Plains Library District concerning library services.

The vote was as follows:

Aye: Councilmembers Stadler, Hammock, Nolf, Warren, Maestas, Chavez and Mayor Hargis.  
Nay: Councilmembers None  
Mayor Hargis declared the motion carried.

**c. RESOLUTION NO 20-20: A RESOLUTION APPROVING THE EXTENSION OF THE PANDEMIC HARDSHIP RELIEF POLICY.**

Guy Patterson, Town Manager, reported that Council expressed interest in extending this.

Council decided to extend the policy until December 31, 2020.

Councilmember Warren made a motion, seconded by Councilmembers Maestas and Stadler to approve Resolution No 20-20: a resolution approving the extension of the pandemic hardship relief policy.

The vote was as follows:

Aye: Councilmembers Maestas, Hammock, Nolf, Warren, Stadler, Chavez and Mayor Hargis.

Nay: None

Mayor Hargis declared the motion carried.

**d. RESOLUTION NO 20-21: A RESOLUTION ADOPTING A THREE-MILE ANNEXATION PLAN FOR THE TOWN OF HUDSON**

Guy Patterson, Town Manager, reported that this is a pro forma document that his approved annually and it delineates the three-mile annexation plan to the Town.

Councilmember Nolf made a motion, seconded by Councilmember Warren to approve Resolution No 20-21: a resolution adopting a three-mile annexation plan for the Town of Hudson.

The vote was as follows:

Aye: Councilmembers Maestas, Nolf, Chavez, Warren, Stadler, Hammock and Mayor Hargis.

Nay: None

Mayor Hargis declared the motion carried.

**e. RESOLUTION NO 20-22: A RESOLUTION NAMING THE PARK AT 601 4<sup>TH</sup> AVENUE AS CEDAR PARK**

Guy Patterson, Town Manager, reported that this is a resolution memorializing the naming of the park.

Councilmember Stadler made a motion, seconded by Councilmembers Hammock and Nolf to approve Resolution No 20-22: a resolution approving the naming of the park at 601 4<sup>th</sup> Avenue as Cedar Park.

The vote was as follows:

Aye: Councilmembers Maestas, Nolf, Chavez, Stadler, Warren, Hammock and Mayor Hargis.

Nay: None

Mayor Hargis declared the motion carried.

**3) STAFF REPORTS**

Guy Patterson, Town Manager, reported that the big issue is the CDOT project. He is disappointed on how they are handling traffic. His biggest concern is vehicles going up and down Beech. With school

starting it is critical that excess traffic does not go down Beech. He also reported that the farmer on Hickory and Main who floods their field are interfering with the concrete work, so they have been contacted.

Charity Campfield, Town Clerk, reported that the focus right now is the election and next year's project planning.

Hunter Fobare, Public Works and Utilities Director, reported that CDOT hit the Town's sewer main which was the main line going to the lift station. He reported that Nate Hart has moved to Texas and that he is in the process of trying to that position filled.

Jay Hirokawa, Police Chief, reported that they have had some problems with CDOT. The flaggers have been aggressive towards some of the drivers.

Laura Hargis, Mayor, reported that Commissioner Kirkmeyer is requesting to end the exemption of large trucks on Weld County Road 49. She also reported that we could not do the moderator for the budget retreat and just go over the budget. Council decided they wanted to go over their needs and wants as well. She also reported that she will not be in attendance in either September meeting.

**4) CITIZEN'S COMMENTS**

None

**ADJOURNMENT**

The meeting adjourned at approximately 6:45 pm.

TOWN OF HUDSON, COLORADO

\_\_\_\_\_  
Mayor

ATTEST

\_\_\_\_\_  
Town Clerk

Report Criteria:  
 Report type: GL detail  
 Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount	Sequence Number
<b>57355</b>										
08/20	08/12/2020	57355	1295	Adamson Police Products	INV331302	1	10-66-6710	313.48	313.48	1 uniforms
08/20	08/12/2020	57355	1295	Adamson Police Products	INV331303	1	10-66-6710	10.75	10.75	1 uniforms- Baca name plate
08/20	08/12/2020	57355	1295	Adamson Police Products	INV331491	1	10-66-6710	85.30	85.30	1 uniforms - pants, radio holder, patches
08/20	08/12/2020	57355	1295	Adamson Police Products	INV3315701	1	10-66-6710	81.99	81.99	1 uniforms- pants
08/20	08/12/2020	57355	1295	Adamson Police Products	INV331978	1	10-66-6710	230.12	230.12	1 uniforms - Bowen
08/20	08/12/2020	57355	1295	Adamson Police Products	INV332134	1	10-66-6710	95.00	95.00	1 Vest carrier
Total 57355:									816.64	
<b>57356</b>										
08/20	08/12/2020	57356	1049	Allwater Supply LLC	5319	1	70-68-7736	16,970.00	16,970.00	1 RO Filters
Total 57356:									16,970.00	
<b>57357</b>										
08/20	08/12/2020	57357	1691	Arrowhead Scientific, Inc.	129194	1	10-66-7734	334.58	334.58	1 Evidence restock
Total 57357:									334.58	
<b>57358</b>										
08/20	08/12/2020	57358	1663	Arrowhead Trash Service Inc.	SAT AUG 1,	1	25-64-6423	36.00	36.00	1 Trash Removal - Library
Total 57358:									36.00	
<b>57359</b>										
08/20	08/12/2020	57359	45	AT&T	AUG 30, 202	1	10-64-6410	166.12	166.12	1 Monthly Long Distance Service
08/20	08/12/2020	57359	45	AT&T	AUG 30, 202	2	10-68-6410	83.06	83.06	2 Monthly Long Distance Service
08/20	08/12/2020	57359	45	AT&T	AUG 30, 202	3	70-68-6410	83.06	83.06	3 Monthly Long Distance Service
08/20	08/12/2020	57359	45	AT&T	AUG 30, 202	4	70-64-6410	83.05	83.05	4 Monthly Long Distnace Service
Total 57359:									415.29	
<b>57360</b>										
08/20	08/12/2020	57360	1208	BBR	04309	1	23-71-7710	375.00	375.00	1 Public Works shop trash

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount	Sequence Number	
08/20	08/12/2020	57360	1208	BBR	04310	1	75-68-6633	275.00	275.00	1	wwtp trash
Total 57360:									650.00		
<b>57361</b>											
08/20	08/12/2020	57361	683	Bratton's Office Equipment Inc.	053384	1	10-64-6633	772.03	772.03	1	Canon Contract / Meter Charge
Total 57361:									772.03		
<b>57362</b>											
08/20	08/12/2020	57362	1041	Caselle Inc.	104013	1	75-64-6633	238.75	238.75	1	Contract Support and Maintenance - September 20
08/20	08/12/2020	57362	1041	Caselle Inc.	104013	2	10-64-6633	238.75	238.75	2	Contract Support and Maintenance - September 20
08/20	08/12/2020	57362	1041	Caselle Inc.	104013	3	25-64-6633	238.75	238.75	3	Contract Support and Maintenance - September 20
08/20	08/12/2020	57362	1041	Caselle Inc.	104013	4	70-64-6633	238.75	238.75	4	Contract Support and Maintenance - September 20
Total 57362:									955.00		
<b>57363</b>											
08/20	08/12/2020	57363	1148	CDPHE	FGD2020063	1	70-64-6415	680.00	680.00	1	Drinking Water permit 7/2020-6/2021 CO0162359
08/20	08/12/2020	57363	1148	CDPHE	WU61110979	1	75-68-6211	92.00	92.00	1	WWTP Permit #COG589104
Total 57363:									772.00		
<b>57364</b>											
08/20	08/12/2020	57364	1284	Clear Water Solutions	6158	1	70-64-6640	3,312.50	3,312.50	1	A Water Rights Services, Administration, Equipment
Total 57364:									3,312.50		
<b>57365</b>											
08/20	08/12/2020	57365	36	Colorado Analytical Laboratories I	200714173	1	70-68-6633	378.00	378.00	1	Water Labs
08/20	08/12/2020	57365	36	Colorado Analytical Laboratories I	200721118	1	70-68-6633	378.00	378.00	1	Water Labs
08/20	08/12/2020	57365	36	Colorado Analytical Laboratories I	200728090	1	75-68-6633	113.40	113.40	1	WW Lab
08/20	08/12/2020	57365	36	Colorado Analytical Laboratories I	200805096	1	70-68-6633	78.80	78.80	1	Water Labs
Total 57365:									948.20		
<b>57366</b>											
08/20	08/12/2020	57366	1590	Core & Main LP	M662919	1	70-68-7830	929.81	929.81	1	hydrant parts



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount	Sequence Number	
Total 57366:									929.81		
<b>57367</b>											
08/20	08/12/2020	57367	890	CPS Distributors Inc.	03660198-00	1	10-69-6710	53.83	53.83	1	Baseball Field Supplies
Total 57367:									53.83		
<b>57368</b>											
08/20	08/12/2020	57368	1363	DC Construction LTD	2020-057	1	23-71-7710	750.00	750.00	1	Sidewalk Repair
Total 57368:									750.00		
<b>57369</b>											
08/20	08/12/2020	57369	33	DPC Industries Inc.	737002780-2	1	75-68-6710	734.99	734.99	1	WW Chemicals
08/20	08/12/2020	57369	33	DPC Industries Inc.	737002801-2	1	75-68-6710	237.90	237.90	1	WW Chemicals
08/20	08/12/2020	57369	33	DPC Industries Inc.	737002833-2	1	75-68-6633	206.46	206.46	1	WW Chemicals
08/20	08/12/2020	57369	33	DPC Industries Inc.	737003137-2	1	75-68-6710	735.00	735.00	1	WW Chemicals
08/20	08/12/2020	57369	33	DPC Industries Inc.	737003144-2	1	75-68-6710	475.80	475.80	1	WW Chemicals
Total 57369:									2,390.15		
<b>57370</b>											
08/20	08/12/2020	57370	1193	Express Toll	2057479332	1	10-66-6415	522.15	522.15	1	Tolls
Total 57370:									522.15		
<b>57371</b>											
08/20	08/12/2020	57371	53	Farm & Home Lumber	10203	1	25-64-6710	17.07	17.07	1	operating supplies
08/20	08/12/2020	57371	53	Farm & Home Lumber	10644	1	25-64-6710	5.78	5.78	1	operating supplies
08/20	08/12/2020	57371	53	Farm & Home Lumber	10999	1	25-64-6710	13.55	13.55	1	operating supplies
08/20	08/12/2020	57371	53	Farm & Home Lumber	8/31/2020	1	23-71-7710	108.28	108.28	1	drill bits, mason screws, bug spray, bucket
08/20	08/12/2020	57371	53	Farm & Home Lumber	8/31/2020	2	75-68-6710	228.67	228.67	2	safety glasses, gloves, solder, paint, thermostat
08/20	08/12/2020	57371	53	Farm & Home Lumber	8/31/2020	3	10-69-6710	190.80	190.80	3	weed eater line, trash bags
08/20	08/12/2020	57371	53	Farm & Home Lumber	8/31/2020	4	70-68-6710	24.57	24.57	4	insert, tubing, truck repair parts
Total 57371:									588.72		

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount	Sequence Number	
<b>57372</b>											
08/20	08/12/2020	57372	54	Fort Lupton City of	INV00774	1	70-68-6515	9,074.12	9,074.12	1	O&M for Joint Water Treatment Facility July 2020
Total 57372:									9,074.12		
<b>57373</b>											
08/20	08/12/2020	57373	57	Front Range Internet	1561857	1	10-64-6415	11.95	11.95	1	Email Hosting and Maintenance August 2020
Total 57373:									11.95		
<b>57374</b>											
08/20	08/12/2020	57374	1333	G&G Equipment	101487	1	10-68-6735	132.99	132.99	1	chain saw chains
Total 57374:									132.99		
<b>57375</b>											
08/20	08/12/2020	57375	1500	Guy Patterson	8/3/2020	1	10-64-6411	100.00	100.00	1	Cell phone reimbursement
Total 57375:									100.00		
<b>57376</b>											
08/20	08/12/2020	57376	22	Hoffmann Parker Wilson & Carber	246	1	10-64-6630	2,376.00	2,376.00	1	Legal Services - Administration
08/20	08/12/2020	57376	22	Hoffmann Parker Wilson & Carber	246	2	10-64-6630	468.00	468.00	2	Legal Services - Community Development
08/20	08/12/2020	57376	22	Hoffmann Parker Wilson & Carber	246	3	10-62-6630	1,062.00	1,062.00	3	Legal Services - Municipal Court
Total 57376:									3,906.00		
<b>57377</b>											
08/20	08/12/2020	57377	1356	ICMA	8-6-2020	1	10-64-6211	175.00	175.00	1	ICMA membership- Matt Hirschinger
Total 57377:									175.00		
<b>57378</b>											
08/20	08/12/2020	57378	1648	Interstate Ford	891659	1	10-66-6740	1,728.60	1,728.60	1	Bowen - vehicle maintenance
Total 57378:									1,728.60		
<b>57379</b>											
08/20	08/12/2020	57379	1699	Jessica King	8/4/2020	1	25-64-6725	600.00	600.00	1	Yoga classes online adult and children classes

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount	Sequence Number
Total 57379:									600.00	
<b>57380</b>										
08/20	08/12/2020	57380	1105	Keene Auto Supply Inc.	434708	1	70-68-6710	15.38	15.38	1 Paint
Total 57380:									15.38	
<b>57381</b>										
08/20	08/12/2020	57381	950	Lowe's	902551	1	75-68-6654	646.51	646.51	1 Lumber for West lift station
08/20	08/12/2020	57381	950	Lowe's	902584	1	70-68-6710	511.61	511.61	1 Hydrant Paint
08/20	08/12/2020	57381	950	Lowe's	913428	1	10-69-6710	113.80	113.80	1 Fertilizer
08/20	08/12/2020	57381	950	Lowe's	988067	1	10-68-7730	569.04	569.04	1 shop light
08/20	08/12/2020	57381	950	Lowe's	989681	1	10-68-7730	142.27	142.27	1 Shop Light
Total 57381:									1,983.23	
<b>57382</b>										
08/20	08/12/2020	57382	1645	Matt Hirschinger	8/6/2020	1	10-69-6730	17.56	17.56	1 brunch meeting with Rec Committee Chair
Total 57382:									17.56	
<b>57383</b>										
08/20	08/12/2020	57383	1645	Melanie Colpitts	08/06/2020	1	10-66-6213	78.20	78.20	1 mileage reimbursements- evidence submissions to
Total 57383:									78.20	
<b>57384</b>										
08/20	08/12/2020	57384	6	Office Depot	2422076409	1	10-64-6720	54.98	54.98	1 Survey envelopes
Total 57384:									54.98	
<b>57385</b>										
08/20	08/12/2020	57385	1554	Orkin	199420245	1	10-64-6633	90.00	90.00	1 pest control
Total 57385:									90.00	
<b>57386</b>										
08/20	08/12/2020	57386	1186	Pinnacle Bank	08/01/2020	1	10-66-6740	145.96	145.96	1 Jay- Oil Change, Grease Monkey

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount	Sequence Number	
08/20	08/12/2020	57386	1186	Pinnacle Bank	08/01/2020	2	10-66-7733	1,495.00	1,495.00	2	Jay- EFORCE computer software
08/20	08/12/2020	57386	1186	Pinnacle Bank	08/01/2020	3	10-66-6633	50.00	50.00	3	Jay-Fees, Rocky Mountain Info Network, Inc.
08/20	08/12/2020	57386	1186	Pinnacle Bank	08/01/2020	4	10-66-6633	125.00	125.00	4	Jay- Microsoft email service
08/20	08/12/2020	57386	1186	Pinnacle Bank	08/01/2020	5	10-64-6710	169.00	169.00	5	Guy-Amazon order - disinfectant
08/20	08/12/2020	57386	1186	Pinnacle Bank	08/01/2020	6	10-64-6710	119.94	119.94	6	Guy-Amazon order- face masks
08/20	08/12/2020	57386	1186	Pinnacle Bank	08/01/2020	7	10-64-6211	45.00	45.00	7	Guy- Matt Hirschinger CCCMA Membership
08/20	08/12/2020	57386	1186	Pinnacle Bank	08/01/2020	8	10-68-6211	82.50	82.50	8	Hunter- DOT update
08/20	08/12/2020	57386	1186	Pinnacle Bank	08/01/2020	9	23-71-7710	61.92	61.92	9	Hunter- bandanas
08/20	08/12/2020	57386	1186	Pinnacle Bank	08/01/2020	10	10-69-6710	88.00	88.00	10	Hunter-Flags - American Legion
08/20	08/12/2020	57386	1186	Pinnacle Bank	08/01/2020	11	10-68-6735	79.55	79.55	11	Hunter-Phone chargers
08/20	08/12/2020	57386	1186	Pinnacle Bank	08/01/2020	12	10-68-7736	459.99	459.99	12	Hunter-Ice maker
08/20	08/12/2020	57386	1186	Pinnacle Bank	08/01/2020	13	23-71-7710	249.35	249.35	13	Hunter-Safety equipment- Summit Safety LLC
08/20	08/12/2020	57386	1186	Pinnacle Bank	08/01/2020	14	10-64-6210	50.00	50.00	14	Charity-IIMC Course
08/20	08/12/2020	57386	1186	Pinnacle Bank	08/01/2020	15	10-64-6210	50.00	50.00	15	Charity- IIMC course
08/20	08/12/2020	57386	1186	Pinnacle Bank	08/01/2020	16	10-64-6722	14.55	14.55	16	Charity-USPS postage
08/20	08/12/2020	57386	1186	Pinnacle Bank	08/01/2020	17	10-64-6722	684.00	684.00	17	Charity- postage
08/20	08/12/2020	57386	1186	Pinnacle Bank	08/01/2020	18	10-64-6210	50.00	50.00	18	Charity- IIMC course
Total 57386:									4,019.76		
<b>57387</b>											
08/20	08/12/2020	57387	466	Professional Management Solutio	84451	1	10-64-6632	1,694.07	1,694.07	1	Financial Consulting - July 2020
08/20	08/12/2020	57387	466	Professional Management Solutio	84451	2	25-64-6632	1,694.06	1,694.06	2	Financial Consulting - July 2020
08/20	08/12/2020	57387	466	Professional Management Solutio	84451	3	70-64-6632	1,694.06	1,694.06	3	Financial Consulting - July 2020
08/20	08/12/2020	57387	466	Professional Management Solutio	84451	4	75-64-6632	1,694.06	1,694.06	4	Financial Consulting - July 2020
Total 57387:									6,776.25		
<b>57388</b>											
08/20	08/12/2020	57388	348	Prospect Implement Inc.	87080	1	10-69-6710	15.26	15.26	1	Shear pins
Total 57388:									15.26		
<b>57389</b>											
08/20	08/12/2020	57389	1471	Pure Water Dynamics, Inc	1423366-IN	1	25-64-6724	45.00	45.00	1	operations maintenance - coffee machine
Total 57389:									45.00		

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount	Sequence Number	Description
<b>57390</b>											
08/20	08/12/2020	57390	509	Quill Corporation	8958765	1	10-64-6720	59.98	59.98	1	envelopes for survey
08/20	08/12/2020	57390	509	Quill Corporation	8995175	1	70-64-6720	64.83	64.83	1	gallon storage bags, quart storage bags, pens, trash
08/20	08/12/2020	57390	509	Quill Corporation	8995175	2	10-64-6720	121.98	121.98	2	envelopes
08/20	08/12/2020	57390	509	Quill Corporation	8995175	3	10-66-6720	30.99	30.99	3	sharpies
08/20	08/12/2020	57390	509	Quill Corporation	9026536	1	10-68-6720	88.99	88.99	1	laserjet printer
08/20	08/12/2020	57390	509	Quill Corporation	9039351	1	10-68-6720	969.95	969.95	1	black toner cartridge, black toner, colored toner
08/20	08/12/2020	57390	509	Quill Corporation	9259525	1	10-66-6710	11.99	11.99	1	police - evidence gel packs
08/20	08/12/2020	57390	509	Quill Corporation	9266547	1	10-64-6710	38.26	38.26	1	fingertip bandages, flexible bandages, file folder pro
08/20	08/12/2020	57390	509	Quill Corporation	9266547	2	10-64-6720	76.99	76.99	2	copy paper 11x17
08/20	08/12/2020	57390	509	Quill Corporation	9285633	1	10-64-6720	138.88	138.88	1	copy paper, file folders, 3 ring binders
08/20	08/12/2020	57390	509	Quill Corporation	9285633	2	10-64-6710	20.17	20.17	2	bandaids - variety of sizes
08/20	08/12/2020	57390	509	Quill Corporation	9286812	1	10-66-7732	99.99	99.99	1	desktop computer
08/20	08/12/2020	57390	509	Quill Corporation	9286812	2	10-64-6710	3.39	3.39	2	band aids
08/20	08/12/2020	57390	509	Quill Corporation	9287060	1	10-64-6710	2.99	2.99	1	fabric band aids
Total 57390:									1,729.38		
<b>57391</b>											
08/20	08/12/2020	57391	1151	RH Water & Wastewater LLC	1533	1	70-68-6633	125.00	125.00	1	Water Contract Ops
08/20	08/12/2020	57391	1151	RH Water & Wastewater LLC	1533	2	75-68-6633	125.00	125.00	2	WW contract ops
Total 57391:									250.00		
<b>57392</b>											
08/20	08/12/2020	57392	1738	Sator Sports Inc	465342A	1	22-71-7718	2,976.84	2,976.84	1	Soccer Goals
Total 57392:									2,976.84		
<b>57393</b>											
08/20	08/12/2020	57393	5	United Power Inc.	08/05/2020	1	10-69-6413	21.99	21.99	1	650 Cherry St Gazebo
08/20	08/12/2020	57393	5	United Power Inc.	08/05/2020	2	10-69-6413	189.62	189.62	2	650 Cherry Big Ball Field Lights
08/20	08/12/2020	57393	5	United Power Inc.	08/05/2020	3	70-68-6413	34.43	34.43	3	26900 I76 Frontage Rd
08/20	08/12/2020	57393	5	United Power Inc.	08/05/2020	4	70-68-6413	79.99	79.99	4	1100 5th Ave
08/20	08/12/2020	57393	5	United Power Inc.	08/05/2020	5	70-68-6413	745.67	745.67	5	800 E CR 16 pump station
08/20	08/12/2020	57393	5	United Power Inc.	8/05/2020	1	70-68-6413	2,093.18	2,093.18	1	1175 6th Ave RO Plant
08/20	08/12/2020	57393	5	United Power Inc.	8/05/2020	2	70-68-6413	706.21	706.21	2	5594 CR 47 Pump station
08/20	08/12/2020	57393	5	United Power Inc.	8/05/2020	3	75-68-6413	4,466.54	4,466.54	3	8249 CR 47.5
08/20	08/12/2020	57393	5	United Power Inc.	8/05/2020	4	75-68-6413	487.23	487.23	4	21507 HWY 52 Lift station

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount	Sequence Number
08/20	08/12/2020	57393	5	United Power Inc.	8/05/2020	5	10-68-6413	302.10	302.10	5 258 5th ave
08/20	08/12/2020	57393	5	United Power Inc.	8/05/2020	6	10-69-6413	20.00	20.00	6 650 Cherry St Basketball court
08/20	08/12/2020	57393	5	United Power Inc.	8/05/2020	7	70-64-6413	476.40	476.40	7 50 S Beech st
08/20	08/12/2020	57393	5	United Power Inc.	8/05/2020	8	10-64-6413	476.40	476.40	8 50 S Beech st
Total 57393:									10,099.76	
<b>57394</b>										
08/20	08/12/2020	57394	27	United States Postal Service	08/12/2020	1	25-64-6415	120.00	120.00	1 Postage Box- Library
Total 57394:									120.00	
<b>57395</b>										
08/20	08/12/2020	57395	99	USA BlueBook	302883	1	70-68-6710	170.34	170.34	1 Hydrant Diffuser
Total 57395:									170.34	
<b>57396</b>										
08/20	08/12/2020	57396	18	Utility Notification Center of Color	220050597	1	70-68-6633	78.22	78.22	1 Locates
08/20	08/12/2020	57396	18	Utility Notification Center of Color	220050597	2	75-68-6633	78.23	78.23	2 Locates
08/20	08/12/2020	57396	18	Utility Notification Center of Color	220070605	1	75-68-6633	94.62	94.62	1 Locates
08/20	08/12/2020	57396	18	Utility Notification Center of Color	220070605	2	70-68-6633	94.61	94.61	2 Locates
Total 57396:									345.68	
<b>57397</b>										
08/20	08/12/2020	57397	293	Virulent Solutions	H200801	1	10-64-6633	380.00	380.00	1 check server, updates
08/20	08/12/2020	57397	293	Virulent Solutions	H200808	1	10-64-6633	285.00	285.00	1 check server, updates
Total 57397:									665.00	
<b>57398</b>										
08/20	08/12/2020	57398	1389	Waste Management	6568844-251	1	75-68-6633	51.14	51.14	1 waste water lift station
08/20	08/12/2020	57398	1389	Waste Management	6569099-251	1	10-64-6633	48.73	48.73	1 Town Hall trash
08/20	08/12/2020	57398	1389	Waste Management	6569630-251	1	10-64-6633	1,587.57	1,587.57	1 Town of Hudson Recycle
Total 57398:									1,687.44	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount	Sequence Number
Grand Totals:									78,085.62	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2005	.00	20,692.13-	20,692.13-
10-62-6630	1,062.00	.00	1,062.00
10-64-6210	150.00	.00	150.00
10-64-6211	220.00	.00	220.00
10-64-6410	166.12	.00	166.12
10-64-6411	100.00	.00	100.00
10-64-6413	476.40	.00	476.40
10-64-6415	11.95	.00	11.95
10-64-6630	2,844.00	.00	2,844.00
10-64-6632	1,694.07	.00	1,694.07
10-64-6633	3,402.08	.00	3,402.08
10-64-6710	353.75	.00	353.75
10-64-6720	452.81	.00	452.81
10-64-6722	698.55	.00	698.55
10-66-6213	78.20	.00	78.20
10-66-6415	522.15	.00	522.15
10-66-6633	175.00	.00	175.00
10-66-6710	828.63	.00	828.63
10-66-6720	30.99	.00	30.99
10-66-6740	1,874.56	.00	1,874.56
10-66-7732	99.99	.00	99.99
10-66-7733	1,495.00	.00	1,495.00
10-66-7734	334.58	.00	334.58
10-68-6211	82.50	.00	82.50
10-68-6410	83.06	.00	83.06
10-68-6413	302.10	.00	302.10
10-68-6720	1,058.94	.00	1,058.94
10-68-6735	212.54	.00	212.54
10-68-7730	711.31	.00	711.31
10-68-7736	459.99	.00	459.99
10-69-6413	231.61	.00	231.61

GL Account	Debit	Credit	Proof
10-69-6710	461.69	.00	461.69
10-69-6730	17.56	.00	17.56
22-00-2005	.00	2,976.84-	2,976.84-
22-71-7718	2,976.84	.00	2,976.84
23-00-2005	.00	1,544.55-	1,544.55-
23-71-7710	1,544.55	.00	1,544.55
25-00-2005	.00	2,770.21-	2,770.21-
25-64-6415	120.00	.00	120.00
25-64-6423	36.00	.00	36.00
25-64-6632	1,694.06	.00	1,694.06
25-64-6633	238.75	.00	238.75
25-64-6710	36.40	.00	36.40
25-64-6724	45.00	.00	45.00
25-64-6725	600.00	.00	600.00
70-00-2005	.00	39,120.59-	39,120.59-
70-64-6410	83.05	.00	83.05
70-64-6413	476.40	.00	476.40
70-64-6415	680.00	.00	680.00
70-64-6632	1,694.06	.00	1,694.06
70-64-6633	238.75	.00	238.75
70-64-6640	3,312.50	.00	3,312.50
70-64-6720	64.83	.00	64.83
70-68-6410	83.06	.00	83.06
70-68-6413	3,659.48	.00	3,659.48
70-68-6515	9,074.12	.00	9,074.12
70-68-6633	1,132.63	.00	1,132.63
70-68-6710	721.90	.00	721.90
70-68-7736	16,970.00	.00	16,970.00
70-68-7830	929.81	.00	929.81
75-00-2005	.00	10,981.30-	10,981.30-
75-64-6632	1,694.06	.00	1,694.06
75-64-6633	238.75	.00	238.75
75-68-6211	92.00	.00	92.00
75-68-6413	4,953.77	.00	4,953.77
75-68-6633	943.85	.00	943.85
75-68-6654	646.51	.00	646.51
75-68-6710	2,412.36	.00	2,412.36
Grand Totals:	<u>78,085.62</u>	<u>78,085.62-</u>	<u>.00</u>



Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Recorder: \_\_\_\_\_

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Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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*clear***WATER***solutions*  
water rights • planning • engineering

**MEMORANDUM**

CWS File #15-180

To: Guy Patterson, Town Manager

From: Steve Nguyen, P.E. *SN*

Date: 7-29-20

Subject: Hudson Water Planning

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The Town of Hudson's potable water supply consists of Colorado Big Thompson (CBT) water treated at the Fort Lupton-Hudson WTP and alluvial well water treated at Hudson's RO plant. Pumping the alluvial wells extracts water from the Box Elder alluvium, which requires augmentation. The Town augments its well pumping depletions using Laramie Fox Hills (LFH) water run through the Town's WWTP and back to Box Elder Creek. From a water planning standpoint, the primary issues I see are as follows:

1. Hudson has a priority to serve high quality drinking water. Blending well water with CBT compromises this priority.
2. CBT is in limited supply and getting less available and more expensive with time. This makes it burdensome for new development to annex into Town.
3. LFH's water is calculated based on a 100-year life. Although 100 years is a long time, this is a finite source used for augmentation while development in town will be there indefinitely.
4. Running LFH's water through the Town's WWTP for augmentation is inefficient and adds additional burden on its infrastructure and O&M costs.

In the Town's 2016 Water Supply Master Plan, and again in January 2019, I presented a few water supply options to the Town, which included the Northern Integrated Supply Project (NISP) and Windy Gap. Both water sources can be treated at the Fort Lupton-Hudson WTP and delivered to Hudson for domestic use. Staff has met with Fort Lupton about the possibility of

purchasing some of the City's NISP water. Fort Lupton is open to discussing this further. Platte River Power Authority (PRPA) sells some of its Windy Gap ownership from time to time. The Town of Frederick purchased the last seven units of PRPA's remaining Windy Gap available in the last round. Although PRPA isn't selling any additional Windy Gap at this time, I suspect they will again at some point in the future. I have requested to be put on the list to be notified should PRPA offer another round.

Currently it is anticipated that NISP will be 40 to 50 percent reusable, and Windy Gap units are fully reusable. This means that Hudson can deliver this water for domestic use and the portion that returns to the WWTP unused can be quantified and reused to extinction. You can think of it as getting a double bang for your buck – initial domestic use and then full reuse of the reusable portion. The true benefit for Hudson is this reusable component can be used for well augmentation. This is unlike CBT where the Town is able to use it once for domestic use, and the amount that is treated at the Town's WWTP has to go untouched and left in Box Elder Creek to flow downstream.

As an example, the Town treats and delivers 100 gallons of water in December. Approximately 10 gallons is used indoor (hand washing, drinking, etc.) and 90 gallons returns to the WWTP (through sinks, toilets, shower drains, etc). The 90 gallons, if Windy Gap, can be fully reused. The 90 gallons, if NISP, has 36 to 45 gallons that are reusable. The reusable water can be used for well augmentation, or it could be captured and used again for another use, such as irrigation on Memorial Park.

The current plan is to continue to accept CBT or cash-in-lieu of water dedication for new development. Absent a decision to acquire other water supplies, I foresee the Town heading toward eventually blending more and more well water with CBT water to extend the life of its CBT supplies. The Town has made it a priority to serve high quality drinking water to its constituents, so blending more and more well water with CBT will compromise this. In addition, the Town is still augmenting its well pumping with a finite resource, the LFH aquifer water.

I would recommend that the Town begin budgeting money for water acquisition each year. The current cost of NISP is estimated at \$40,000/acre-foot. The current cost of Windy Gap is \$2.5M for unfirmed shares. One firmed unit of Windy Gap is 100 acre-feet. One unfirmed unit of Windy Gap is approximately 40-50 acre-feet. At \$2.5M, one unfirmed share is approximately \$50,000-\$60,000/acre-foot. A firmed Windy Gap unit means it is attached to storage in the Windy Gap FIRMING Project, which increases its yield to 100 acre-feet. I believe it is important for Hudson to have money set aside for either of these projects.

Northern Colorado Water Conservancy District (Northern Water) has a CBT cap calculation. The CBT cap calculation prevents speculative purchases of CBT – it prevents municipalities from purchasing CBT in the open market without having a demand for it. The formula for the cap calculation includes CBT owned, native water owned, and taps committed to serve. Last year we worked with Northern Water to determine if Hudson was capped from purchasing CBT in

the open market. Northern Water determined that the Town is capped. At this point, Hudson can still obtain CBT through annexation, but cannot purchase CBT in the open market.

One acre-foot of water is enough to supply two single family equivalents (SFE) with indoor and outdoor use – 0.5 acre-feet/SFE. With the current price of CBT (~\$62,000/acre-foot), I foresee many future developments proposing to use less water outside with smaller lot sizes, minimal landscaping, and Xeriscaping to reduce their water dedication requirement to say 0.3 acre-feet/SFE. The Town can evaluate these on a case-by-case basis. The primary concern is if a future homeowner can tear out the minimal landscaping and/or Xeriscape and put in bluegrass. We want to avoid the Town being left holding the bag.

From the Town's 2016 Water Supply Master Plan we completed:

*The Town's current demand is approximately 215 acre-feet. Hudson's 662 CBT units provides 463 acre-feet at a 70% quota. There is uncertainty if the Hudson Correctional Facility will ever be utilized again. However, should the prison come back online, the 317 units dedicated would be committed to that facility once again.*

Each year in November, the Northern Water Board sets a quota for CBT. The quota is set between 50% and 100% and has averaged at 70%. If the Northern Water Board sets the quota at 70%, this means Hudson received 0.7 acre-feet for every CBT unit it owns. A quota of 50% would equate to 0.5 acre-feet per CBT unit. For water planning, most water providers use 50% or 60% when calculating water supplies available from CBT. I recommend using a 60% quota.

If we exclude the prison water, the Town currently has 345 units. At a 60% quota, this equates to 207 acre-feet of water supply with 215 acre-feet of demand (as of 2016). Basically, Hudson is currently at a breakeven – water supply equals water demand. The additional 317 CBT units from the prison provides a cushion. However, Hudson should not be complacent in its water planning and acquisition as many of these regional projects like NISP and Windy Gap take decades before water can be treated and delivered. Many municipalities have joined these regional projects while still aggressively purchasing CBT. Since Hudson cannot purchase CBT in the open market, and still has a desire for high quality drinking water, the Town's choices are limited.

The unfortunate part about these regional projects is you have to pay to play, so you are outlaying capital annually for a project that is not here yet. Windy Gap is much further along in the permitting process than NISP. Northern Water has mechanisms in place in order for Windy Gap owners to deliver Windy Gap water before the Windy Gap Firming Project is built. NISP is still awaiting its record of decision. Even with the permitting issues and eventual legal battles that are likely to delay the NISP project, Hudson needs to make a decision to budget money to get onboard with NISP or purchase Windy Gap should PRPA offer another round.

Absent purchasing NISP or Windy Gap, the Town is looking at adding additional well water sources to its potable supply – either blending more water from the Town's wells with CBT, or

getting more serious when the next Pioneer development comes along with water or another water developer has a grandiose plan to treat and pipe water to Hudson. Hudson can no longer afford to wait.

### Recommendations

1. In order to borrow money from the Colorado Water Conservation Board (CWCB) or the Colorado Water and Power Development Authority, both having the lowest interest rates for water projects and acquisition, CWCB requires that water providers have a State-approved Water Efficiency Plan on file with their office. CWCB offers grant money to help cover the cost of plan completion. It takes about 18 months from grant application to CWCB plan approval. We recommend filing the grant application as soon as possible.
2. Budget money annually for water acquisition. This will help prepare the Town for NISP or when Windy Gap water becomes available again.
3. Make a decision if the Town wants to pursue NISP or Windy Gap. Staying with the current plan of waiting for more CBT to be dedicated with annexations is insufficient.



**TOWN OF HUDSON  
REQUEST FOR COUNCIL ACTION**

Meeting Date: August 19, 2020:

Agenda Item No.: 2b	Department: Public Works	Presenter: Fobare
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**ITEM:**

Approval of Public Works Utility/Operator 1 Job Description

**BACKGROUND:**

As Council is aware, Nate Hart resigned from the public works department to take a job in Texas. This particular job description has not been updated since 2010. Staff took the opportunity of this vacancy to do so.

**FISCAL NOTE:**

No fiscal impact to the Town

**STAFF RECOMMENDATION:**

Approve

**SUGGESTED MOTIONS:**

I make a motion to approve/deny the job description for Public Works Utility/Operator 1.



## TOWN OF HUDSON

50 South Beech Street, P.O. Box 351, Hudson, CO 80642

Phone: (303)536-9311 Fax: (303)536-4753

[www.hudsoncolorado.org](http://www.hudsoncolorado.org)

### **Public Works Utility/Operator 1**

Approved by Town Council August 14, 2020

**FLSA Status: Non-Exempt**

**Immediate Supervisor: Director of Public Works**

#### **SUMMARY OF POSITION:**

This is an hourly position that will assume on-call duties, assisting in a wide variety of skilled and semiskilled trades, maintenance, construction, janitorial and equipment tasks in connection with the operation, maintenance and repair of Town facilities, and will include meter installation, reading and repair, and operating water and wastewater facilities under the supervision of a licensed operator. The Town is seeking an individual who is actively seeking licensing and training opportunities.

#### **SUPERVISION EXERCISED:**

None.

#### **INTERPERSONAL RELATIONSHIPS:**

Frequent contact with the public, town employees, and possibly members of the Board of Trustees. The individual will communicate information related to the Town or its functions to the public according to established procedures or instructions.

#### **PHYSICAL DEMANDS:**

Requires full range of body movement, such as turning, stooping, kneeling and climbing. Requires full range of hand movements in the performance of the assigned duties, including the utilization of hand and power tools common to maintenance and repair activities. Must be able to regularly lift 50 pounds and up to 80 pounds.

## **TYPICAL WORKING CONDITIONS:**

Occasional exposure to all weather conditions. Frequent working around moving mobile equipment. Working in trenches and excavations that may be wet. Frequent exposure to dirt, dust, mud and sewage. Occasional exposure to materials and chemicals that could cause personal injury if improperly handled. Occasional contact with verbally abusive public.

## **ESSENTIAL FUNCTIONS:**

- Carry out a variety of maintenance and repair work assignments.
- Communication with public regarding public works activities.
- Independently complete assignments and resolve problems.
- Complete required paperwork and reports related to work activities.
- Perform a variety of general labor and maintenance tasks including the installation, repair and reading of water meters.
- Assist other Town employees in repairing water or wastewater lines.
- Perform general janitorial or maintenance duties relating to Town facilities and streets, including snow removal, as assigned.
- Operate hand and power tools, as well as mobile equipment.
- Perform regular grounds maintenance at Town facilities.

Critical features of this job have been listed in this job description. They may be subject to change at any time due to reasonable accommodation or other reasons. Other duties and responsibilities may be assigned at any time.

## **MINIMUM QUALIFICATIONS**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

The ability to follow oral and written instructions; knowledge of common tools and materials used in construction and maintenance work is desired. The ability to perform a variety of semiskilled maintenance and repair tasks; mechanical aptitude; ability to perform task outdoors in a variety of climatic conditions; ability to establish and maintain effective working relationships with superiors, other employees, and the public. Individual must possess and maintain a current Colorado driver's license. Ability to use computer for SCADA monitoring. Ability to keep neat and legible records. Must possess Colorado Class D water and wastewater operator licenses or be able to obtain such licenses within twelve months of the date of hire.

### **EDUCATION AND EXPERIENCE:**

Basic high school level writing, reading and mathematical skills. Ability to read, comprehend and follow written instructions and verbal direction.