

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF LITTLE THOMPSON WATER DISTRICT**

The Board of Directors of Little Thompson Water District (LTWD) met in regular session on Thursday, January 13, 2022. Attendance was as follows:

Board of Directors:

Bill Szmyd, President, Present
Steven Brandenburg, Present – *via conference call*
Larry Brandt, Present
Ryan Heiland, Present – *via conference call*
Ed Martens, Present
Emily McMurtrey, Present
James J. Walker, Present

Staff in Attendance:

Amber Kauffman, District Manager
Angela Diekhoff, Business Manager
Brad E. Eaton, District Engineer
Ken Lambrecht, Operations Manager
Nancy Koch, Water Resources Manager
Joe Robinson, Sr. GIS Specialist
Judy O'Malley, Recording Secretary

Other Attendees:

Daniel Davis, Customer
Clayton Orback, Little Thompson Water District Backhoe Crew Supervisor

CALL TO ORDER

Board President Bill Szmyd called the meeting to order at 5:00 p.m. followed by the recitation of the *Pledge of Allegiance*.

ROLL CALL

Roll call was taken. All Directors were present.

AGENDA REVIEW

It was moved by Director Martens, seconded by Director McMurtrey, to enter into Executive Session at the end of the meeting citing §24-6-402(4)(e) C.R.S., to determine positions relative to matters that may be subject to negotiations, and instructing negotiators. Motion carried unanimously.

Agenda Item 5.5, Davis Accessory Dwelling Size Variance Request, was moved from the Consent Agenda items to Discussion Items before Agenda Item 6.1, GIS Presentation.

There were no other changes to the agenda.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

President Szmyd opened the Public Comments period. There were no public comments, and the Public Comments period was closed.

CONSENT AGENDA

It was moved by Director Brandt, seconded by Director McMurtrey, to approve the Consent Agenda, including:

- **Minutes of the December 9, 2021, Regular Board Meeting,**
- **Tap List 672,**
- **December 2021 Disbursements in the amount \$1,896,452.51:**
 - **Operating Account: \$1,543,587.83:**
 - **ACH Manual Check Numbers 3459 to 3530 – \$1,247,544.73,**
 - **Check Numbers 10488 to 10541 – \$296,043.10,**
 - **Payroll Account: (Two Bi-weekly payroll periods in December) for \$352,864.68:**
 - **ACH Transmittal Vouchers O-2105 to O-2116 – \$159,931.39,**
 - **Live Checks Numbers 2038 to 2070 - \$57,818.62,**
 - **ACH Direct Deposit Numbers N-11244 to N-11325 – \$135,114.67,**
- **December 2021 Financial Report,**

Motion carried unanimously.

DISCUSSION ITEMS

Davis Accessory Dwelling Size Variance Request:

District Engineer Brad Eaton presented the following information regarding the request to the Board:

- Mr. Davis resides in the Loveland area of the District and is served by standard residential tap # 5349.
- Mr. Davis wishes to build a 1,200 square foot (sf) accessory dwelling where his son can reside while assisting with the property,
- This request requires a variance to Section Three of the District Rules and Regulations which addresses service to accessory dwellings.
- The variance request is for the accessory dwelling to be 20% larger than allowed in the Rules and Regulations:
 - 301.9 Accessory Dwelling: a residential unit that is a secondary residence less than 1,000 square feet which is not rented or leased and located on the same parcel as the primary residence.
 - 308.2 Each residential tap shall only serve one single family residence. No additional residence may be connected to any existing water tap.
- The exception to this rule is for service to an accessory dwelling that is located on the same parcel as the primary residence and meets the requirements for an accessory dwelling. The tap serving the primary residence and accessory dwelling must be a standard residential tap. If the tap is an urban (conservation) or inside use only tap, the tap must be converted to a standard residential tap through the commitment letter request process.
- Mr. Davis understands the importance of water conservation and records show his five year potable water average annual usage to be 0.42 acre-feet (ac-ft), which is well below the 0.70 ac-ft allocation for a standard residential tap.
- All tapholders requesting accessory dwellings over 1,000 sf will need to sign new Domestic Water Agreements (DWAs) stating they will upsize their tap should they begin to go over their annual usage.
- As of 2022, all tapholders requesting accessory dwellings will be required to pay a \$10,000 fee to cover additional water usage.
- Staff recommended approval of the request as Larimer County will not permit the accessory dwelling to be used as a rental or for the property to be subdivided.

Following discussion:

It was moved by Director Walker, seconded by Director Martens, to allow the variance to the size requirements for an accessory dwelling. Motion carried by six ayes. Director McMurtrey abstained from the vote.

Geographic Information System (GIS) Presentation:

Senior GIS Specialist, Joe Robinson, gave a presentation to the Board outlining the history of GIS at the District and the progress of the application into the general workflow of most employees at the District. Also presented were the District's view and opportunities moving forward with the GIS software/database. Following are highlights of the presentation:

- The evolution of the District's mapping system from paper to Computer-Aided Design (CAD), to GIS.
- The progression of only a few District employees used the GIS/Global Positioning System (GPS) to the majority of the Staff using the GIS tools and apps in their daily workflow.
- Everyone participated in the GPS mapping effort of District infrastructure.
- Ways that GIS is used by the District include:
 - Field locates.
 - Tracking infrastructure.
 - Customer service and information.
 - Project construction as-builts.
 - Leak summaries.
 - Communication through maps.
 - Locating mainlines.
 - Infrastructure inspections.
 - Conference room meetings.
- Available tools in the GIS web app include:
 - Search capability.
 - Popups for features.

- Data filters for leaks, line size/material, age.
- Northeast Transmission Line easement tracking tool.
- Inclusion/exclusion tracking tool.
- Construction GPS data.
- Project as-built PDF attachments.
- Some of the entities that Staff shares GIS data with include:
 - Fire protection districts.
 - Surrounding utilities and organizations.
 - Communication in meetings with contractors and consultants.
 - PDF location maps for engineering project locates.
- Customer specific information is never shared outside of the District.
- Future goals for GIS at the District include:
 - Hydraulic model – InfoWater software GIS centric.
 - Drone to map tasks – imagery, inspections, project record photos.
 - Asset management – dashboards, data analysis.
 - 3-Dimensional (3D) field maps – the way of the future.

Mr. Robinson advised the Board that all of the Staff participate in making the GIS tools and apps so useful to the District. He also noted that he was thankful for the District funding that makes the improvements and enhancements possible.

Carter Lake Filter Plant (CLFP):

District Manager Amber Kauffman presented the following information to the Board:

- 7 Million Gallon (mg) Tank Project:
 - The project was completed and put into service.
 - The addition of the tank will require additional monitoring for the Colorado Department of Public Health and Environment (CDPHE).
 - Paint was already sloughing off of the tank but would be addressed at the two-year warranty inspection.
- Plant flows:
 - Average December flows had been 9.30 million gallons per day (MGD).
 - The maximum plant production was 35.28 MGD on July 27, 2021.
 - Maximum plant flow in 2020 was 35.00 MGD on August 24.
- Membrane Replacement:
 - Replacement of four of the six cells had been completed.
 - Progress of the project was slower in December due to the holidays.
 - Some membranes had cracked and needed to be replaced.
- Pretreatment:
 - A coordination/progress meeting occurred on January 4, 2022.
 - Topics of the meeting included data requests, jar testing, pilot testing, operation impacts, flocculation type, permitting, schedule, risk identification and management, survey and geotechnical investigations, Construction Manager at Risk (CMAR) meeting, and budget.
 - An additional meeting to discuss CMAR was scheduled for January 20, 2022.
 - Staff were working on costs for the piloting as the equipment would be available in March 2022.
- General:
 - Audit:
 - CLFP Manager Rick Whittet was going to ask the CLFP Board to reconsider the audit engagement letter from BDO due to timing issues.
 - Central Weld County Water District (CWCWD) had located another auditing group, but their fee was not much less than BDO.
 - The CLFP Board agreed to engage BDO as the auditor for the 2021 financial audit.
 - Northern Colorado Water Conservancy District (Northern):
 - Northern planned the shutdown of the St. Vrain Canal, which feeds CLFP, the week of January 24, 2022.
 - In preparation CLFP planned flushing and filling of the Dry Creek line the week of January 3, 2022, and testing the Dry Creek pump the week of January 10, 2022.
 - Water would be treated at the membrane plant during the shutdown.

- Chimney Hollow:
 - Construction on the main dam, saddle dam, coffer dam, saddle dam access road, the portal, and the bridge over the penstocks continued.
 - The Saddle Dam Access Road was slightly behind schedule and culvert deliveries were a minor problem.
 - The project was generally 90% to 95% of expected schedule and costs.
 - Early indications were that the project would be on schedule and budget.
 - Northern had budgeted contingency funds for delays in the project due to the prior litigation.
 - A lot of effort was going into exposing stable bedrock for the dam foundation.
 - On the downstream portal, rock was encountered higher than expected but the construction was still moving forward.
 - Larimer County (county) and Northern were working on an Intergovernmental Agreement (IGA) to allow the current contractor to assist in the construction of the county park that was expected to be located on the northwest corner of the reservoir.
 - This was expected to reduce costs for the county park while giving the current contractor some additional staging areas.
- WGFP Enhancement Donor Fund Advisory Committee:
 - The Advisory Committee planned to meet on Friday, January 14, 2022.
- Tours of the WGFP site can be arranged if Staff or Board Members are interested.

Strategic Planning Priorities:

District Manager Kauffman presented the following information to the Board:

In 2018 the District Board and staff participated in a Strategic planning exercise. The exercise focused on development of a vision statement, a mission statement, core values, and a Strengths, Weaknesses, Opportunities, and Threats Analysis (SWOT) to determine what were the most important issues for the District to work on over the course of the following three to five years. Ms. Kauffman reviewed the goals and priorities for the District as determined by the Board in 2018 and offered a comparison of the 2009 goals and priorities decided upon the Board at that time. Ms. Kauffman noted she believed the reasoning behind Strategic Planning was to support the resiliency of the District.

Discussion followed regarding what topics should be reviewed for an updated Strategic Planning session:

- Raw water planning.
- Treatment and transmission.
- Relationships with other entities.
- Business management.
- Operations and technology.
- Eliminate evaporation.
- Earlier detection of customer and District leaks.
- Purchasing and storing necessary infrastructure parts and treatment chemicals.
- Reverse notification system.
- Customer outreach and education.
- Telemetry upgrades.

Discussion followed regarding what direction the Board would like to see the District move over the next five or so years. Ms. Kauffman reminded the Board it is their decision on what the District spends money on. A Board work session on Strategic Planning was discussed but not scheduled.

Action Item: Motion to Approve Resolution 2022-1 Designation of Public Posting Places:

District Manager Kauffman presented the following to the Board:

The Colorado Revised Statutes require the Public Place or Places for posting meeting notices and the "official" Posting Place for 24-hour (agenda) Notice of District Meetings be designated annually at the first regular meeting of each calendar year through the adoption of a Resolution.

There were no recommended changes to the current posting places:

- County Court Houses of Larimer, Weld and Boulder Counties.
- District Office at 835 East Highway 56, Berthoud, Colorado.
- Town Halls in Johnstown, Mead, and Milliken, Colorado.
- Masonville Post Office.

The District website, ltwd.org, was designated as the Posting Place for the 24-hour (agenda) Notice of District Meetings per Colorado House Bill 19-1087.

It was moved by Director Martens, seconded by Director Walker, to adopt Resolution 2022-1 Designating Public Posting Places as presented. Motion carried unanimously.

Action Item: Motion to Approve Resolution 2022-2 District Election:

District Manager Kauffman presented the following information to the Board:

A Regular District Election will be held on May 3, 2022, with four Board of Director seats up for election. The election process is initiated by Board adoption of an Election Resolution determining if the election will be a Polling Place election or a Mail Ballot election.

It was moved by Director Brandt, seconded by Director McMurtrey, to adopt Resolution 2022-2 to hold a 2022 Regular District Election for Polling Places rather than Mail Ballots. Motion carried unanimously.

Action Item: Motion to Approve Resolution 2022-3 Designated Election Official (DEO):

District Manager Kauffman presented the following information to the Board:

By adoption of a resolution the Board must appoint a DEO to carry out the District election duties.

It was moved by Director McMurtrey, seconded by Director Brandt, to adopt Resolution 2022-3 appointing Recording Secretary Judy O'Malley as the Designated Election Official for the 2022 Regular District Election. Motion carried unanimously.

Public Hearing: Action Item: Resolutions 2022-4, 2022-5, and 2022-6 Inclusions:

President Szmyd opened the Public Hearing. There were no public comments, and the Public Hearing was closed.

It was moved by Director Martens, seconded by Director McMurtrey, to adopt Resolution 2022-4 Inclusions (Dawson), Resolution 2022-5 Inclusions (Nichols Ventures, Parker, Treasure of the Sapphires), and Resolution 2022-6 Inclusions (Coppersmith, Meusch, Nisly, Oplinger). Motion carried unanimously.

At 7:15 p.m. President Szmyd called for a break. The meeting resumed at 7:26 p.m.

STAFF REPORTS

District Manager's Report: District Manager Kauffman reported on the following:

- Regional Cooperation:
 - A meeting was held on December 22, 2021, with representatives from the City of Loveland (Loveland), the Town of Berthoud (Berthoud), the Town of Johnstown (Johnstown), and the District to discuss water resources topics and partnering on return flow obligations.
 - It was a very beneficial meeting that was well put together by District Water Resources Manager Nancy Koch and Water Resources Administrator Amanda Hoff.
 - Ms. Kauffman anticipated great potential coming out of the discussions.
- East Interstate-25 (I-25) Plant:
 - On December 21, 2021, CWCWD Manager Stan Linker met with property owners of a potential site for the East I-25 treatment plant and new offices for the District.
 - The meeting resulted in better progress and communication on a path forward.
 - Comps and a title commitment to review encumbrances on the property are being worked on.
 - The real estate agent representing both districts had mailed letters to other property owners in the same vicinity with positive responses.
- Board Holiday Dinner:
 - The Board holiday dinner was scheduled for Saturday, January 15, 2022, at 6:00 p.m.
- Flood reimbursement:
 - On December 23, 2021, the District received \$50,454.87 from Colorado for the 2013 Flood repairs in Larimer County.

- Division of Homeland Security and Emergency Management (DHSEM) has paid all of the monies owed to the District for Project Worksheet (PW) 323 and PW327.
- Year End Tap Sales:
 - Ms. Kauffman reviewed the past five year-over-year tap sale growth for the District.
 - Each subsequent year the growth rate percentage had increased.
- Rules and Regulations Updates:
 - Staff requested Board members consider some changes to the Rules and Regulations and asked if any of the Directors were interested in providing some guidance and/or being more involved in the changes prior to Board approval.
 - Potential changes included:
 - Providing general definitions and ensuring consistency across the documents.
 - Evaluating tap sizes/names/water allotments for more variety.
 - Bulk water (construction water) requirements.
 - Clarify for when raw water must be dedicated to the District.
 - Clarify a “onesie and twosie” for ability to purchase tap via cash-in-lieu.
 - Evaluate easement width requirements and locations of water lines.
 - Re-write section for Main Line Extension Agreements to be more of a development agreement.
 - Define how allotments are determined and how overuse is addressed.
 - Missing information or items that will be helpful moving forward.

Director Emily McMurtrey expressed an interest in assisting with the Rules and Regulations updates.

- Platte River Power Authority (PRPA) was evaluating selling Windy Gap Water shares to the District.
 - PRPA had been doing an analysis of their water rights and will likely put five shares out for bid in early 2022.

Business Manager’s Report: Business Manager Angela Diekhoff reported on the following:

- Upcoming Elections:
 - There are four seats up for three year terms each:
 - Ward 1 – James Walker up for reelection.
 - Ward 2 – Ed Martens up for reelection.
 - Ward 3 – Bill Szmyd cannot run as he is term limited.
 - Ward 7 – Larry Brandt up for reelection.

- Ms. Diekhoff reviewed some of the more important upcoming dates of the Election Calendar.

- EyeOnWater Users:
 - There were 772 users at the time the report was written.
 - The goal for the year is to have 1,158 users.

Discussion followed regarding ways to promote the use of EyeOnWater. It was also discussed that the EyeOnWater tool is very helpful to the District, especially the Customer Service department.

District Manager Kauffman noted that the Business Manager used to have a monthly report to present information to the Board in addition to the monthly financials so she requested Ms. Diekhoff resume the monthly Business Manager’s Report.

District Engineer’s Report: District Engineer Eaton reported on the following:

- There were 706 Tap Commitment Requests in December, year-to-date total was 1,214.

- Capital Projects:
 - The West 1st Street (St.) project had begun with the installation of a key isolation valve.
 - Pipe installation was expected to begin the week of January 10, 2022.
 - Initial project surveying of the Northeast Transmission Line is now complete.
 - The design process is underway and expected to be completed within a few weeks.
 - Work on the Twin Mounds 5 mg Tank had begun.
 - All interior roof rafter replacement was expected to be completed by Friday, January 14, 2022.
 - The lateral bracing will begin the week of January 17, 2022.
 - The Loveland/Campion Conversion Project survey work had been completed.
 - The Supervisory Control and Data Acquisition (SCADA) improvement project continued and involved upgrades to numerous existing District telemetry sites.
 - A company in Ft. Collins has a system for lake levels that Staff was looking to have installed at Dry Creek Reservoir.
 - The Water System Master Plan Update Project had begun.
 - The Engineering study and easement acquisition was underway for the Raw Water Infrastructure Project that would be used to capture and convey native waters.
 - Land ownership was being verified for the property between Lone Tree and Welsh reservoirs as a site for placement of the pumping station.
- Development Projects:
 - Mead referred the Sugar Beet Solar project to Staff for review.
 - Sugar Beet Solar would like to place solar farm and battery storage near the Mead water storage tanks.
 - Staff are in discussions with Berthoud regarding water service to the Turion development.
 - The development is located partially in both service areas.
 - The Waterfront development is moving forward.
- Other Engineering and GIS Activities:
 - There were numerous review and response referrals from towns and counties.
 - The Twin Mounds 5 mg Tank roof vent sizing had been completed and sourcing research was in progress.
 - Colorado Department of Transportation (CDOT) was having difficulty obtaining materials for the 42-inch Air Release Valve (ARV) gasket repairs.
 - Staff were making progress on the Brookfield West I-25 24" Transmission Line project.

Discussion ensued regarding Staff use of drones for aerial surveying and whether the equipment is identifiable as belonging to the District. Mr. Eaton advised that a Right of Entry has to be obtained prior to entering airspace, Staff send letters to notify property owners, and also attempt to make in-person contact.

Water Resources Manager's Report: Water Resources Manager Nancy Koch reported on the following:

- The weather had cooled off and the December water usage was about where it should be.
- Monthly and Cumulative Water Use:
 - The District received its distribution of water from Northern.
 - Northern had issued a 50% quota and Staff expected to receive a slightly higher quota in April 2022.
 - Ms. Koch had submitted the invoice to pay for the District's carryover water.
 - Supplies had been steady but demand had been volatile.
- Water Court:
 - Ms. Koch reviewed the status of the Consolidated Home Supply and Barefoot Lakes Water Court cases.
- Ms. Koch reviewed the effects of the changing weather patterns with the Board.
 - The spring of 2021 had seen some moisture, but if there is a dry spring it will affect usage demands.
 - The area has been seeing hot and dry falls that are lasting late into the season.

- 2020 was a drier water year than 2021 which caused a significant amount of overuse by customers.
 - Discussion ensued in regard to the top tier rate on the Standard Tap as a deterrent for overuse.
- Recent snow had helped the Colorado River Basin snowpack.

Operations Manager's Report and Water Quality Update: Operations Manager Ken Lambrecht reported on the following:

- Locate requests and leak repairs had been normal for the month of December.
- All monthly Coliform were within acceptable parameters. Lead and Copper November sampling had been below the Action Level. The Disinfection Biproduct (DBP) 2 Sampling were below the maximum contaminant level (MCL).
- City of Loveland (Loveland) Tap Exchange Project:
 - Work was completed and Staff were working to close out the CDOT permit.
- The Valve Exerciser project changed from 79% to 70% completed as the total number of valves throughout the District system had increased from 5,052 to 5,885.

There was discussion regarding the upcoming Environmental Protection Agency's (EPA) 5th Unregulated Contaminant Monitoring Rule (UCMR5). The additional sampling for contaminants includes 29 per-and polyfluoroalkyl substances (PFAS) and lithium. Labs are currently preparing for approval by the EPA. Sampling will occur during a 12-month period from January 2023 through December 2025.

DIRECTOR REPORTS

Director Ryan Heiland noted the joys of new parenthood.

Director Jim Walker questioned the status of a water decree allowing Nebraska to divert water from the South Platte River. District Manager Kauffman advised that this was allowed by a compact. Nebraska now has plans to begin the diversion and constructing storage for the water.

Director Ed Martens advised that Denver Water had increased their treated water PH levels from 7.2 to 7.8 because of the lead pipes used in residential plumbing in the past. Mr. Martens questioned if this would cause Denver Water to also raise the phosphate level. District manager Kauffman believed the phosphate level would need to be raised some, but she did not know the details of the situation.

Director Larry Brandt noted that his heat went out so he had left water dripping to prevent a freeze. Even with this precaution he did end up with some leaks in his water lines before the heating system was properly repaired.

President Szmyd mentioned that many Denver Water customers who were eligible to have their lead pipes replaced for free by that district were not applying for the program. He also reminded the Board that they will hold Board position elections at the February 10, 2022, Board Meeting.

The meeting broke at 8:35 p.m.

The Board went into Executive Session at 8:37 p.m. and returned at 9:21 p.m.

The meeting was adjourned by President Szmyd at 9:21 p.m.

Respectfully submitted,

Amber Kauffman