

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 16, 2025. Attendance was as follows:

Board of Directors:

Emily McMurtrey, President, Present
Steven Brandenburg, Vice-President, *Absent - Excused*
Larry Brandt, Present
Ryan Heiland, Present
Ed Martens, Present
Bill Szmyd, *Absent - Excused*
James J. Walker, Present

Staff in Attendance:

Amber Kauffman, District Manager
Brad Eaton, District Engineer
Nancy Koch, Water Resources Advisor
Amanda Hoff, Water Resources Manager
Reese Saxton, Operations Manager
Kammy K. Tinney, Business Project Manager
Judy O'Malley, Recording Secretary

Other Attendees:

Kristin Gollhofer, WildRock PR and Marketing, CEO and Founder – Attended via Video Conference Call
Annika Deming, Associate Account Director II of Wildrock PR and Marketing – Attended via Video Conference Call
Anastasia Urban, Brookfield Properties
Wesley LaVanchy, WEL Consulting for Brookfield Properties

CALL TO ORDER

The recitation of the *Pledge of Allegiance* occurred, followed by President Emily McMurtrey calling the meeting to order at 5:02 p.m.

ROLL CALL

It was moved by Director Ed Martens, seconded by Director Jim Walker, to excuse the absence of Directors Bill Szmyd and Steve Brandenburg. Motion carried unanimously.

Roll call was taken. All other directors were present.

AGENDA REVIEW

District Manager Amber Kauffman recommended discussion in Executive Session pursuant to C.R.S. §24-6-404(4) subpart (e) for “determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators” as it pertains to item 6.2.

It was moved by Director Martens, seconded by Director Walker, to approve the agenda as presented, including discussion in Executive Session as requested. Motion carried unanimously.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

President McMurtrey opened the Public Comments period at 5:05 p.m. Attendees were introduced. There being no additional members of the public present, the Public Comments period was closed at 5:06 p.m.

CONSENT AGENDA

President McMurtrey requested a motion from the Board to approve the Consent Items, with a correction to the date of Actual on page 28 of the Board Packet, December 21, 2024, Balance Sheet. It was moved by Director Larry Brandt, seconded by Director Ryan Heiland, to approve the Consent Agenda including:

- Minutes of December 12, 2024, Regular Board Meeting;
- Tap List 708;
- December 2024 Disbursements in the amount of \$1,465,639.36:
 - ❖ Operating Account: \$900,542.97
 - ACH Manual Check Numbers 6015 to 6091 – \$672,940.95
 - Check Numbers 12176 to 12220 – \$227,602.02
 - ❖ Payroll Account: (Three Bi-weekly payroll periods in December) totaling \$565,096.39
 - ACH Transmittal Vouchers 25677 to 2584 – \$244,812.16
 - ACH Direct Deposit Numbers N-141798 to N-14305 - \$257,119.47
 - Live Check Numbers 2170 to 2211 - \$63,164.76
- December 2024 Financial Report.

Motion carried unanimously.

DISCUSSION ITEMS

WildRock 2024 Review:

Kristin Gollither and Annika Deming, of Wildrock PR and Marketing, presented their Communications Update to the Board:

- A recap of the 2024 communications efforts and results:
 - ❖ Customers continue to engage through a variety of channels.
 - ❖ The website is a huge opportunity for increased education.
 - ❖ Email marketing continues to have strong open and click rates.
 - ❖ Facebook continues to perform well, but it is time to explore new channels to reach other demographics.
 - ❖ The most popular content continues to be conservation programs, allotments, and rates.
- Plans for the 2025 communication efforts:
 - ❖ Continuing all the current communications channels.
 - ❖ Expanding to a few new communication methods:
 - Revamped 2025 Strategy and Brand Narrative.
 - Instagram and NextDoor.
 - Quarterly Blog.
 - Quarterly Search Engine Optimization (SEO).
 - Website Refresh in partnership with Streamline.

Discussion occurred throughout the presentation regarding what success measurements are based on since the District does not actively intend to increase the customer base, the fact that Customers responding to surveys would like to see more education topics, and what information the Board would like to be presented to Customers.

Barefoot Water Cost Funding Agreement:

District Manager Kauffman, Water Resources Advisor Nancy Koch, Anastasia Urban, of Brookfield Properties and Wesley LaVanchy, of WEL Consulting for Brookfield Properties presented the following information to the Board and reviewed the summary provided with the agenda packet.

- Through the District, Barefoot has purchased twelve units of Windy Gap water and 4,850 acre-feet (ac-ft) of storage in Chimney Hollow Reservoir for the benefit of development in Barefoot Lakes.
 - ❖ The water credit given to the development has culminated in tranches based on the original purchase of Windy Gap units, dedication of Colorado – Big Thompson (C-BT) units, relinquishment of the second use water for use by the District, and the incremental increase of water credit assigned by the future filling of Chimney Hollow Reservoir.
 - ❖ Barefoot builders and irrigation taps have currently used approximately 521.9 ac-ft of the 716.4 ac-ft available, leaving 194.5 ac-ft available for use in the development. Barefoot will also receive additional incremental water credit as Chimney Hollow Reservoir fills with Windy Gap water.
- The delays in construction due to the lawsuit and resulting future filling of Chimney Hollow Reservoir have delayed water credit available to Barefoot and therefore caused some issues for Barefoot to sell lots to builders for construction of new homes.
 - ❖ The water credit for the lots in each phase is given as a credit to each lot purchaser / builder by Barefoot.
 - Barefoot would like to set up and pay for a lease (or multiple leases) of C-BT water as a temporary water source for any homes built while Chimney Hollow is filling. The lease(s) would be held by the District and another water provider, but the lease cost would be paid by Barefoot.
 - ❖ All multi-year C-BT leases must be approved by Northern Colorado Water Conservancy District (Northern Water) and are limited by Northern Water rules to five years as a temporary water supply.

Additional information was provided by Ms. Koch, Ms. Urban, and Mr. LaVanchy regarding the risks and benefits to the District regarding further delays in the filling of Chimney Hollow Reservoir, possible cash-in-lieu (CIL) income for the District from Barefoot, and strains on the District's available water supplies should the lease(s) be revoked.

President McMurtrey called for a break at 6:20 p.m. The meeting resumed at 6:30 p.m.

Markham Tank Site Farm Lease:

District Manager Kauffman presented the following information to the Board:

The District has owned a 5-acre property since May 16, 1990, which was intended to be a tank site. The District recently sold approximately 0.5-acres of that property to the Colorado Department of Transportation (CDOT) for their Interstate-25 (I-25) widening project. Through that acquisition process, the District learned who the person was that had been dryland farming the property and their contact information. The District contacted the person to let them know that the District required a lease for his farming activities. The farmer was unaware that the property was separately owned and agreed to a lease arrangement. The proposed lease is for a term of one year as the property is slated for construction in the 2026 - 2027 timeframe. Without clear determination about what year the construction will occur, a one-year lease seems prudent. The lease includes a payment of \$50 per acre for a total of \$225 for the 4.5-acre parcel.

It was moved by Director Walker, seconded by President McMurtrey, to approve the one-year Markham Tank Site Farm Lease. Motion carried unanimously.

Board Officer Elections:

District Manager Kauffman presented the following information to the Board:

- The District is required to submit a Transparency Notice to the State by January 15 annually. The Transparency Notice must include officers of the Board. and be updated if the officer positions change throughout the year.
- The current officer positions and delegates to other boards include the following:
 - ❖ President: Emily McMurtrey
 - ❖ Vice President: Steven Brandenburg
 - ❖ Treasurer: Larry Brandt
 - ❖ Secretary: Amber Kauffman
 - ❖ Carter Lake Filter Plant (CLFP) Delegates: Larry Brandt, Steven Brandenburg, Ryan Heiland
 - ❖ St. Vrain Water Authority (SVWA) Delegate: James Walker (3-year commitment expires June 2025)

As 2025 is a Board Member election year, and two members of the Board were not present, it was decided to wait until after the May 6 election.

2025 District Goals:

District Manager Kauffman presented the following information to the Board:

In early 2022 the Board and staff reviewed relevant planning documents for amending the 2018 Strategic Plan priorities and came up with the following goals for the District in the three-to-five-year horizon:

- In three years have a plan for the growth of staff and the necessary office space for those staff. Also consider whether the District will have its own water treatment plant at the same location and determine what that location will be.
- Have native waters used in the system. This includes the easement acquisition, infrastructure construction, and substitute water supply plan approved for Consolidated Home Supply shares.
- Plan, document, and begin implementation for use of the District's wholly consumable waters at SVWA.
- Evaluate, discuss, and recommend other waters suitable for dedication or purchase, treatment, and delivery. (Other waters do not include ones currently accepted such as Consolidated Home Supply, Handy, or C-BT.)
- The 2022 Strategic Plan update defined a vision to ensure the resiliency of the District by prioritizing initiatives. The Board also identified the priorities when making decisions. Department managers were asked to develop goals that were directed at the Board to help show focus and gain more progress in those specific areas. Each department has separate goals that may be tied to more than one year or are in the weeds a little more and are not reflected in the list below.
 - ❖ Finish the raw water master plan and hydraulic master plan.
 - ❖ Identify a water loss reduction project.
 - ❖ Review and revise capital project list and prioritization / timing and identify funding mechanisms to assist in financial stability of the district.
 - ❖ Development tracking / management and efficiency improvements.

These goals are interrelated and are tied to the prioritized initiatives in the raw water supply planning, treatment and transmission, and business management sections of the initiatives.

Discussion occurred throughout the presentation with input from the Board on the progress of different projects, and how the prioritization of initiatives is assisting in keeping goals on track.

CLFP:

District Manager Kauffman provided a summary of the meeting:

- Pre-Treatment Design
 - ❖ The dissolved air filtration (DAF) equipment needed for the pretreatment project was delivered on January 13, 2025, and will be stored until the project is ready for installation.
 - ❖ CLFP Staff plan to get Pre-Treatment Design proposals in March.
 - CLFP Staff had not received a response from the Colorado Department of Public Health and Environment (CDPHE).
- New Membranes
 - ❖ The new style membranes were delivered; however, some parts were missing.
 - ❖ The new membranes will increase production by three to five million gallons per day (MGD).
- Seven Million Gallon (M-G) Tank
 - ❖ Repairs to the interior coating are complete.
 - ❖ The reinstallation of the cathodic protection system was scheduled for the week of January 13, 2025. The tank was to be filled after the reinstallation of the system.
 - ❖ Exterior repairs should be completed by May 1, 2025.
- Supervisory Control and Data Acquisition (SCADA):
 - ❖ The project was nearing completion and only had some minor reporting errors to correct.
- Safety
 - ❖ CLFP Staff were discussing the details of a table-top exercise on how to handle a large fire around the filter plant.
 - ❖ Topics under consideration included wildfire mitigation, necessary employee access to blocked areas, and re-routing of the water system.

SVWA:

District Manager Kauffman and Director Walker presented the following information to the Board:

The District received a letter back from the SVWA attorney stating the Authority is not doing anything wrong at the board meetings. The letter did not address the Town of Firestone's (Firestone's) actions regarding dissolution of the SVWA, expansion of the water plant, or the District's concern for capacity in an expansion. It is clear that SVWA Board Members are discussing issues at Firestone Council Meetings and not bringing the information back to SVWA Board Meetings. Firestone submitted a letter to the SVWA regarding the contracted engineering services for expansion of the SVWA plant and the expected demands for Firestone. No additional conversation was had regarding the letter at the SVWA meeting, so the request was made to continue discussion at the February meeting.

Discussion occurred regarding Firestone's plan for expansion of the plant, the amount of capacity the District may anticipate, and what future capacity the District would like to obtain.

Action Item: Resolution 2025-01 Designation of District Public Posting Places:

District Manager Kauffman presented the following information 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.

1. The recommended posting places were as follows:
 - a. County Court Houses of Larimer, Weld and Boulder Counties.
 - b. District Office at 835 East Highway 56, Berthoud, Colorado.
 - c. Town Halls of Berthoud, Firestone, Johnstown, Mead, and Milliken, and the City of Loveland, Colorado.
 - d. Masonville Post Office.
2. The District website, www.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 President McMurtrey, seconded by Director Heiland, to adopt Resolution 2025-01 Designating Public Posting Places as presented. Motion carried unanimously.

Public Hearing: Action Item: Motion to Approve Resolution 2025-02 Larimer County Inclusions:

The Public Hearing had been properly publicized. No written objections were received.

President McMurtrey opened the Public Hearing at 7:45 p.m. No public was present, and the Public Hearing was closed at 7:46 p.m.

It was moved by Director Martens, seconded by Director Brandt, to adopt Resolution 2025-02 Inclusion (Bishop, Femyer, Fray). The motion carried unanimously.

STAFF REPORTS

District Manager's Report: District Manager Kauffman presented the following information to the Board:

- District Activities:
 - ❖ Ms. Kauffman met with Central Weld County Water District (CWCWD) regarding the East I-25 Water Treatment Plant.
 - The entities involved will most likely form an authority to oversee the treatment plant.
 - Necessary infrastructure and the treatment of Native Waters were discussed.
 - ❖ NoCo Water Alliance:
 - The group was coming close to a resolution to suit all entities involved.
- Anticipated February Board Meeting Topics:
 - ❖ Greeley C-BT Lease pending Barefoot funding agreement.
 - ❖ Barefoot Lakes Management Agreement.
- Work Sessions and planned topics (subject to change):
 - ❖ February 3:
 - Berthoud Inter-Governmental Agreement (IGA): discussion around boundary changes and their impacts.
 - Longs Peak IGA current outline, potential changes
 - General summary of existing IGA's and their expiration dates.
 - ❖ May 5:
 - Summary from Raw Water Masterplan.

- Summary from Hydraulic Master Plan.
- Water Resources Policies and potential changes.
- ❖ August 4:
 - Capital project schedule and financing options.
- ❖ November 3:
 - Strategic goal revisit.

Business Manager's Report: In the absence of Business Manager Angela Diekhoff, District Manager Kauffman presented the following information to the Board:

- ❖ EyeOnWater (EOW) :Customer sign-ups have been slowing but would most likely increase again in the spring.

District Engineer's Report: District Engineer Brad Eaton presented the following information to the Board:

- The District received 947 (936 for Kiteley Ranch) new tap and no Accessory Dwelling Unit (ADU) Commitment to Serve Requests in December, bringing the 2024 year-to-date total to 2,680 new taps and 20 ADUs.
- Capital Projects:
 - ❖ The final design of the 30-inch Barefoot line is 90 percent complete.
 - The contractor is mobilizing and beginning prep work.
 - Construction is expected to start in March of 2025.
- New Development Projects:
 - ❖ A commitment letter has been issued for the Menard Estates development and design is beginning.
 - ❖ A commitment letter request has been received for the Kiteley Ranch development.
- Other Engineering Department Activities:
 - ❖ I-25 CDOT Segment 5:
 - Impacts to existing LTWD infrastructure and existing easements continue to require significant staff involvement.
 - ❖ Aurora Dairy 12-inch Waterline Upgrade:
 - Staff is assisting with easement procurement.
 - ❖ Weld County Road 9.5 (High Plains Boulevard):
 - Review of District infrastructure and easement impacts with the design engineer, contractor, and Weld County are ongoing.
 - ❖ Agency referrals continue to be active.

Water Resources Manager's Report: Water Resources Advisor Koch presented the following information to the Board:

- Water use for December was within normal range for the time of year.
- Northern Water will review the quota in April to determine if there is enough snowpack to make additional quota for the remainder of the Water Year.

Operations Manager's Report and Water Quality Update: Operations Manager Reese Saxton presented the following information to the Board:

- Locate Requests and Leak Repairs were average in December.
 - ❖ Mr. Saxton noted that of the nine leaks repaired in December, four were on polybutylene (PB) service lines. Two of the service line leaks were on "wye's." District standard practice when working with a wye service line is to create a new tap on the main and bore in an entirely new service so each customer is on their own service line.

This practice adds considerably more time to the project, mostly because the District does not own its own boring machine, so contractors have to be utilized to help.

- The cost was \$7,500 in this case.
- District Staff have discussed the costs of the District owning its own boring equipment.
- Monthly Water Quality Report: Monthly Total Coliform samples were within acceptable parameters.
- Customer Quality Work Orders: There were three customer quality work orders submitted in December.
- Project Updates and Notes:
 - ❖ A total of 6,509 of 6,564 valves have been exercised.
 - Mr. Saxton would like to recognize Crew Leader Valve Exerciser Alan Cordova, and other crew members who assisted in the project, now that it is almost complete.
- Staffing:
 - ❖ The District filled the position for Meter Reader the morning of the Board Meeting.
 - ❖ The District was advertising for the position of Backhoe Crew Laborer.

Business Project Manager's Report: Business Project Manager Kammy Tinney presented the following information to the Board:

- May 2025 Regular Election: Ms. Tinney confirmed all four Board Members whose terms expire in 2025 are eligible to run for an additional two consecutive four-year terms.
- 2025 Legislative Session:
 - ❖ The 2025 Legislative Session convened on January 8, 2025. In the first week of the session, 131 new bills were introduced.
 - ❖ The Special District Association (SDA) will provide regular briefings.
- Policies and Procedures
 - ❖ Preparation of a Developer Application with fee schedules was completed at the end of 2024.
 - Updated language to the District's website regarding Developer information was underway.
 - Review and revision of the Development Process, including research of tools and resources available to assist in efforts to streamline and improve processes will continue in 2025.
- Employee Engagement Activities
 - ❖ Staff closed-out 2025 with Ugly Christmas Sweater Day and a traditional holiday meal.
 - ❖ Planning for 2025 activities is underway.
- Safety Committee:
 - ❖ The main focus of the committee in 2025 will be continued education with monthly safety training, a re-write of the current Safety Manual, establishing safety participation incentives, and annual update to the District's Emergency Response Plan.
- District and Department Manager Assistance
 - ❖ Daily coordination with the District Manager and Department Managers to identify and assist with multiple projects, coordination, and collaboration efforts continue.

DIRECTOR REPORTS

- Director Martens noted that large amounts of elk are coming through his neighborhood as they have been displaced from the area of the Chimney Hollow Reservoir.
 - ❖ Mr. Martens' wife requested that he mention the latest newsletter was outstanding.

- Director Brandt noted that construction along Weld County Road (WCR) 50 was moving along rapidly.
- President McMurtrey questioned if the new 2025 Dashboards would be prepared soon.
 - ❖ Ms. Kauffman noted that Water Resources Manager Amanda Hoff manages that task and would be making the updates shortly.

President McMurtrey called for a break at 7:47 p.m. The meeting resumed for Executive Session at 7:52 p.m.

EXECUTIVE SESSION

It was moved by Director Martens, seconded by Director Brandt, to adjourn to Executive Session subject pursuant to C.R.S. §24-6-404(4) subpart (e) for “determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators” as it pertains to item 6.2. The motion carried unanimously, and the Board adjourned to the Executive Session at 7:53 p.m.

The Board reconvened in Regular Session at 8:42 p.m. upon motion, duly made by Director Heiland, seconded by Director Brandt.

It was moved by Director Martens, seconded by Director Walker, to Approve the Barefoot Water Cost Funding Agreement as presented and continue work on the Greeley Lease. The motion passed with four Aye votes and one Nay vote.

It was moved by Director Martens, seconded by President McMurtrey, to adjourn the meeting at 8:45 p.m.

Respectfully submitted,

Amber Kauffman
Secretary