

**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 19, 2023. Attendance was as follows:

Board of Directors:

Emily McMurtrey, President, Present
Steven Brandenburg, Present
Larry Brandt, Present
Ryan Heiland, Present
Ed Martens, Present
Bill Szmyd, Present
James J. Walker, Present

Staff in Attendance:

Amber Kauffman, District Manager
Angela Diekhoff, Business Manager
Brad E. Eaton, District Engineer
Nancy Koch, Water Resources Manager
Ken Lambrecht, Operations Manager
Amanda Hoff, Water Resources
Administrator
Judy O'Malley, Recording Secretary

Other Attendees:

Ken Fast, Customer
Stanley Pond, Customer

CALL TO ORDER

Board President Emily McMurtrey called the meeting to order at 4:00 p.m. followed by the recitation of the *Pledge of Allegiance*.

ROLL CALL

Roll call was taken. All Directors were present.

AGENDA REVIEW

There were no changes to the agenda.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

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

CONSENT AGENDA

It was moved by Director Bill Szmyd, seconded by Director Ryan Heiland, to approve the Consent Agenda, with a correction to the Operations Manager's Report and Water Quality Update portion of the Minutes from "work odors" to "work orders", and update the wording on the first page of the December 2022 Disbursements from "for for a Main Line Extension" to "for a Main Line Extension", including:

- Minutes of the December 15, 2022, Regular Board Meeting,
- Tap List 684,
- December 2022 Disbursements in the amount \$1,057,510.05:
 - ❖ **Operating Account: \$767,899.06:**
 - ACH Manual Check Numbers 4213 to 4294 - \$486,019.52,
 - Check Numbers 11041 to 11113 - \$281,879.54,
 - ❖ **Payroll Account: (Two Bi-weekly payroll periods in December) for \$289,610.99:**
 - ACH Transmittal Vouchers O-2259 to O-2270 - \$148,399.34,
 - ACH Direct Deposit Numbers N-12207 to N-12286 - \$141,211.65,
- December 2022 Financial Report.

Motion carried unanimously.

DISCUSSION ITEMS

Stan Pond Variance Request:

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

- Stanley Pond owns a property located at 2501 South Larimer County Road (LCR) 21, Berthoud, CO, that is to be subdivided through the Conservation Development process.

- ❖ The subject property is to be subdivided into eight residential lots, in addition to the existing lot currently served by a 5/8-inch standard residential tap for a total of nine residential lots.
- Staff issued a commitment letter outlining provisions for water service for Mr. Pond's proposed development and request for nine 5/8-inch standard residential taps.
 - ❖ In Mr. Pond's request, it was proposed that the nine standard residential taps have their respective raw water dedication requirements reduced by 50 percent.
 - ❖ This equates to a raw water dedication of 0.35 acre feet (ac-ft).
 - ❖ Mr. Pond's proposal is based on his plan to provide a non-potable irrigation system to serve the proposed nine lot development.
 - ❖ The proposed reduction in raw water dedication changes the classification of each tap to a 5/8-inch Urban (Conservation) tap.
- The District's Rules and Regulations 302.1 2 state Urban tap service to a parcel have an annual allocation of 114,000 gallons per year for residential use.
 - ❖ Water use surcharges are incurred after the allocation is exceeded per Schedule B in Section 15 of the Rules and Regulations.
 - ❖ Urban taps are limited to lots 9,000 square feet in size or smaller, and outdoor use is limited to approximately 2,500 square feet of turf.
 - ❖ No accessory dwelling shall be allowed with an urban tap.
- Mr. Pond's variance request is based on the fact that the requested taps will serve lots larger than 9,000 square feet.
- Staff Recommendation with Conditions for Approval:
 - ❖ The basis for recommending approval of this request is successful installation, operation and maintenance of a non-potable irrigation system serving the outside watering needs of the proposed nine lot development.
 - ❖ Mr. Pond must agree to general conformance to the intent of Section 17 of the District Rules and Regulations governing non-potable irrigation systems.
 - ❖ Mr. Pond will be required to provide water rights to meet the minimum projected needs of the proposed nine lot development at 0.35 ac-ft for each 5/8-inch Urban tap requested.
 - ❖ A raw water credit of 0.70 acre-feet will be provided for the existing standard residential tap toward the total raw water requirement.
 - ❖ Mr. Pond will be required to execute a new Domestic Water Agreement (DWA) for the existing water tap acknowledging the limitations of an Urban tap.
 - ❖ Excessive overuse will result in expensive surcharges and repeated overuse will result in the requirement to dedicate additional raw water to the District for the requested taps.
 - ❖ Mr. Pond must acknowledge that no accessory dwellings are allowed with Urban taps.
 - ❖ Future owners of the remaining eight lots will be required to execute the same DWA as part of standard procedure for the purchase of a tap.
 - ❖ Provided that Mr. Pond agrees to abide by the conditions noted in the commitment letter issued on October 12, 2022, along with the conditions noted above, Staff are not opposed to Board approval of this waiver request.

Discussion followed regarding Mr. Pond's ditch rights and supplemental water supply for the non-potable irrigation system.

Following further discussion, **it was moved by Director Szmyd, seconded by Director Steve Brandenburg, to agree to Mr. Pond's request for a reduced water dedication waiver to the rules and regulations, on the provision that the District does not provide water credit for half of the existing Standard tap. Motion carried by six aye votes and one nay vote.**

2022 Auditor Letter of Engagement:

Business Manager Angela Diekhoff presented the following information to the Board:

- The District published a notice of Request for Proposals (RFP) for an auditor on November 18, 2022.
 - ❖ Proposals were required to be submittal by 12:00 p.m. on January 12, 2023.

- The intent is to engage an auditor for the 2022 audit and the following three years pending their performance.
- The following scoring system was used to help staff evaluate the proposals:
 - ❖ Company and Personnel Qualifications - 40 Points.
 - ❖ Approach to Scope of Work - 20 Points.
 - ❖ Schedule - 20 points.
 - ❖ Fee - 20 Points.
- The Adams Group LLC was the only company to submit a proposal.
 - ❖ The District's previous auditor, BDO USA, LLP, did not submit an engagement letter for the 2022 audit.

A summary of the proposal and Staff's ranking of The Adams Group LLC's proposal, along with a copy of the Letter of Engagement was provided at the Board Meeting.

Following discussion, **it was moved by Director Brandenburg, seconded by Director Ed Martens, to accept the Adams Group LLC Audit Engagement Proposal for Calendar Year 2022. Motion carried unanimously.**

Board Officer Election:

District Manager Amber Kauffman presented the following information to the Board: The District is required to submit to a Transparency Notice and note any updates to the officers of the Board to the State by January 15 annually and subsequently if the officers 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 Delegates: Ed Martens, Steven Brandenburg, Ryan Heiland
- St. Vrain Water Authority Delegate: Jim Walker (3-year commitment expires June 2025)

Discussion followed regarding the necessity of making changes to the Board Officers during a Board election year. It was decided to table the officer elections until after the May 2, 2023, Board of Directors election.

Board Meeting Schedule:

District Manager Kauffman and Board President McMurtrey presented the following information to the Board:

At the September 22, 2022, Board Meeting, the Board approved a new schedule for the monthly board meetings changing the time to 4:00 pm on day to the third Thursday of each month except for March, June and December. Due to changes in employment for Ms. McMurtrey, it had been requested the Board discuss either returning to the 5:00 p.m. time or keeping the 4:00 p.m. time and moving the meetings to the third Wednesday of each month.

It was moved by Director Heiland, seconded by Director Larry Brandt, to keep the meetings on the third Thursday of most months, but return to a 5:00 p.m. start time. Motion carried unanimously.

Action Item: Motion to Approve Legal Counsel Starr and Westbrook, P.C. Contract Renewal:

District Manager Kauffman presented the following information to the Board:

- There are a few roles that the Board of Directors hires directly:
 - ❖ District Manager,
 - ❖ Legal counsel,
 - ❖ The auditor.
- Contracts of the legal counsel have not been reviewed for some time even though the District receives an engagement letter from the auditor annually for Board approval.
 - ❖ Ms. Kauffman felt it was important to ensure the Board understood this responsibility and renew contracts and or engagement letters for the District legal counsel.

- A Fee Agreement from Starr and Westbrook, P.C. was provided for Board review.
 - ❖ Mr. Westbrook handles general legal issues, with the exception of water law, for the District.

Discussion followed regarding the specific legal topics covered by Starr and Westbrook, P.C., and who are some of the other clients the firm represents.

It was moved by Director Brandenburg, seconded by Director Jim Walker, to accept the Fee Agreement from Starr and Westbrook, P.C. Motion carried unanimously.

[Action Item: Motion to Approve Water Legal Counsel Carlson, Hammond, and Paddock, LLC Contract Renewal:](#)

District Manager Kauffman presented the following information to the Board:

- There are a few roles that the Board of Directors hires directly:
 - ❖ District Manager,
 - ❖ Legal counsel,
 - ❖ The auditor.
- Contracts of the legal counsel have not been reviewed for some time even though the District receives an engagement letter from the auditor annually for Board approval.
 - ❖ Ms. Kauffman felt it was important to ensure the Board understood this responsibility and renew contracts and or engagement letters for the District legal counsel.
- A Contract and Engagement Letter from Carlson, Hammond and Paddock, LLC was provided for Board review.
 - ❖ Lee Johnson attended the December 15, 2022, Board Meeting to counsel the Board on the Handy Ditch Company policy requiring application fees be fully paid prior to the Catlin Review.

It was moved by Director Szmyd, seconded by Director Brandenburg, to accept the Contract and Engagement Letter from Carlson, Hammond and Paddock, LLC. Motion carried unanimously.

[Carter Lake Filter Plant \(CLFP\):](#)

District Manager Kauffman was not in attendance at the January 11, 2023, CLFP Board Meeting. The following information was present to the Board by Directors Brandenburg, Heiland, and Martens:

- Projects:
 - ❖ NoCo Engineering consultant Bob Reed was working on the Old North Plant project.
 - Options for modifying the Old North Plant to address issues with Dry Creek water and with increasing contact time for chemicals ahead of the membranes are being evaluated.
- The CLFP Board did not have their officers' elections.
 - ❖ There had been a verbal agreement that the Board President would alternate between the District and Central Weld County Water District (CWCWD), but that has not been the case.
- Pretreatment:
 - ❖ Staff were working on creating the Dissolved Air Flotation (DAF) specification to send out for equipment procurement.
 - ❖ Created a rough draft of the one-line diagrams.
 - ❖ The majority of the as-built drawings are complete.
 - ❖ A rough layout of the future treatment building was waiting on drafting.
 - ❖ Rough draft of the hydraulic profile is complete.
 - ❖ CLFP Manager Rick Whittet and Josh Cook, P.E. of NoCo Engineering looked at removing the upflow clarifiers to determine impact on the South Plant.
 - It appears that their removal may result in increased capacity at the plant and slightly reduced turbidity (better water quality).

- Operations and Maintenance:
 - ❖ Average daily demand for December was 9.1 million gallons per day (MGD) down from 9.3 MGD in 2021.
 - ❖ The compressor at the North Plant needs replacement which is on order.
 - ❖ Quotes are being generated for the valve replacement project at the North Plant to increase chlorine dosing and improve membrane life and backwash cycles.
 - ❖ If fluoride is removed from the treatment process the communities served should be notified.
 - ❖ The Northern Colorado Water Conservancy District (Northern) maintenance shutdown of the St. Vrain Canal started Monday, January 16, 2023, at 8:00 a.m. and was returned to service Wednesday, January 18, 2023.
 - The high pressure line was back in service quicker than previous years.
 - CLFP Staff had used a different method to have Carter Lake water in place rather than having to use Dry Creek Reservoir water during the shutdown.
 - ❖ There had been no additional complaints of taste and odor issues regarding Dry Creek Reservoir water.
 - Mr. Whittet was waiting for Methyl-Isoborneol (MIB) and Geosmin counts to be returned.
 - ❖ Mr. Whittet provided the CLFP Board with job descriptions for a Plant Superintendent and Chief Operator positions.
 - Mr. Whittet had advised Ms. Kauffman there had been an applicant that was expected to be hired shortly.

Discussion followed regarding the length of time the filling of Carter Lake will be delayed. Additional information on this topic was presented in the Windy Gap FIRMING Project (WGFP) segment of the Board Meeting. Also discussed was infrastructure to address Dry Creek Reservoir deliveries, and native water treatment.

President McMurtrey called for a break at 5:21 p.m. The meeting resumed at 5:31 p.m.

St. Vrain Water Authority (SVWA):

District Manager Kauffman presented the following information to the Board:

- Due to Colorado Open Records Act (CORA) requests SVWA had decided to make some changes to the audit process.
- The SVWA meeting for January 9, 2023, was cancelled. Below is a summary of updates that were announced by Dave Lindsay, SVWA Board Secretary:
 - ❖ SVWA received comments from the fire department right before Christmas that will require some changes in the order in which some of the final tasks are completed.
 - This required rescheduling several of the subcontractors and suppliers for the startup and testing.
 - The changes will likely set the timeline back about a month.
 - ❖ Mr. Lindsay resurrected the year-old initial foray into all of the various insurance policies SVWA needs.
 - Mr. Lindsay completed the paperwork and submitted everything expecting to receive quotes by the end of the month.
 - ❖ The on-site Information Technology (IT) equipment installation had started.
 - The phone and data cabling patch panel were completed.
 - A plan for the installation of wireless access ports throughout the building was developed.
 - CorKat was expected to be in the next week to install on-site firewall then internet access would be available.
 - CorKat had spun up the offsite hosting hardware and were installing software.
 - Mr. Lindsay would provide CorKat with information on persons accessing the network so permissions could be established.
 - Mr. Lindsay had previously sent the agreed upon phone consultant a contract but had not heard back.

- It may have been during a period when SVWA email addresses were malfunctioning, so Mr. Lindsay was going to reach out again.
- ❖ Mr. Lindsay was working on two agreements with a company called Frontier Fire.
 - Frontier Fire designed and built the fire alarm and fire sprinkler system for the building.
 - Frontier Fire also provide a couple of additional services SVWA needs that are required by the fire department.
- ❖ Mr. Lindsay prepared a subdivision plat creating the lot that encompasses the water treatment plant and associated facilities.
 - The plat was to be submitted to the Town of Firestone (Firestone) the week of January 9, 2023.
- Ms. Kauffman noted that an employee or manager may be helpful with all of the changes that have been happening.

Director Szmyd questioned if meters had been installed to measure the water for the second-use water process. Discussion followed regarding multiple meters being installed, locations of installation, and how the water is recycled.

WGFP:

District Manager Kauffman presented the following information to the Board:

- Colorado River Connectivity Channel (CRCC):
 - ❖ Work ceased on the channel until May 2023.
- Chimney Hollow:
 - ❖ The contractor took a holiday break from December 22, 2022, to January 3, 2023.
 - ❖ The main dam foundation earthworks was nearly 85 percent complete, the plinth was approximately 77 percent complete, grouting was approximately 40 percent complete, and the tunnel works for the inlet and outlet tunnel was about 35 percent complete.

Discussion followed regarding the approval process for any changes to the project, and the fact that it is normal to have so many change orders.

- ❖ Based on the projected cash flow curve, the contractor will be making significant headway in the next year on the dam construction.
- ❖ Northern expects to see an increase in the employees on site as well as a significant height increase in the dam from 52 feet to nearly 180 feet.
- ❖ There was a left abutment rockslide that occurred in early December.
 - There were no injuries; however, the area needed to be redesigned.
 - Additional costs are expected for alterations in the slide area grades that require nearly 30,000 cubic yards of material excavation and some additional drains and rock anchors.
- ❖ The downstream tunnel will be undergoing shaping for the next several months and the upstream tunnelling will start in a few months.
- ❖ The Carter Lake Interconnect will require an 84-day outage starting February 21, 2023.
 - During this time, water deliveries from the west slope to Carter Lake will not be possible, all east slope deliveries will need to be diverted to Horsetooth Reservoir.
 - Work ahead of this outage includes installation of a valve vault which is on schedule.
- ❖ The contractor has provided a claim notice for Grout Curtain Delays and Zone 4 Swell Factors.
 - The grout curtain delays are subject to a claim of \$1.7 Million (M) and 23 compensable days due to the recommendation by the Engineer to extend the grout curtain deeper into the bedrock.
 - The Zone 4 swell factors claim notice is for up to \$23M and 124 compensable days.
 - The claim is causing a need to evaluate testing programs to confirm the assumptions prior to negotiating the claim.

- **WGFP Enhancement Donor Fund Advisory Committee:**
 - ❖ The Advisory Committee received proposals from six groups.
 - ❖ The Committee reviewed the proposals with the intent to award projects in January 2023.
 - ❖ The total funding for the year is anticipated to equal approximately \$1.5M.
 - ❖ The current funds available are from the settlement case and total \$5M.
- **WGFP Mitigation Enhancements:**
 - ❖ Northern is hoping to have a feasibility level cost estimate for improvements to include nitrogen removal at the Frasier wastewater plant, a relocated discharge for the Granby wastewater plant, and reducing nutrient rich runoff from the C Lazy U Ranch.
 - Staff hope to have the cost estimates for these three projects in the first quarter of 2023.

Action Item: Motion to Approve Resolution 2023-01 Designation of 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 Director Szmyd, seconded by Director Martens, to adopt Resolution 2023-01 Designating Public Posting Places as presented. Motion carried unanimously.

Action Item: Motion to Approve Resolution 2023-02 District Election:

District Manager Kauffman presented the following information to the Board:

A Regular District Election will be held on May 2, 2023, 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 Brandenburg, seconded by Director Szmyd, to adopt Resolution 2023-02 to hold a 2023 Regular District Election for Polling Places rather than Mail Ballots. Motion carried unanimously.

Public Hearing: Action Item: Resolutions 2023-03, 2023-04, 2023-05, 2023-06 Inclusions:

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

It was moved by Director Heiland, seconded by Director Martens, to adopt Resolution 2023-03 Inclusion (Priess), Resolution 2023-04 Inclusions (Dardano, Johnson), Resolution 2023-05 Exclusions (Schuman Companies, Wetcher/Hurst, Yousaf Properties), and Resolution 2023-06 Exclusions (Ledge Rock Center). Motion carried unanimously.

Memorandum of Understanding (MOU) Concerning Regional Return Flow Replacement Coordination for the Big Thompson and Little Thompson River Basins:

Water Resources Manager Nancy Koch presented the following information to the Board:

The District, the City of Loveland (Loveland), the Town of Berthoud (Berthoud) and the Town of Johnstown (Johnstown) all have shares of agricultural water that they are changing the use of in Water Court. As part of any change of use case, the applicant must prove that its use of the water shares will not injure the water rights of others in the basin. Therefore, the applicants

must replace the water that was historically used on the farm and returned to the river, either through surface runoff or through the groundwater, in time, location and amount referred to as return flow obligations (RFO).

The District, Loveland, Berthoud, and Johnstown all have RFO that must be returned to the Big and Little Thompson Rivers in multiple locations throughout the year. Each entity has different water supplies/structures that can be returned to the rivers to meet the RFO. However, the return flow replacement water for each entity may not be available in the time or location that entity needs but another entity may have RFO replacement water in a location and in excess of its own needs that would help the other entity settle its change of use case.

The entities have been meeting for over a year and are working towards an agreement to lease or trade replacement water to the benefit of all. It had been decided that it would be a stronger document if it were an Intergovernmental Agreement (IGA) rather than a MOU.

Following discussion, **it was moved by Director Brandt, seconded by Director Walker, to approve the IGA in form and allow District Manager Kauffman to sign the document as long as no revisions are made to the final version that make any substantive changes. Motion carried by six ayes; one Director abstained from the vote.**

STAFF REPORTS

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

- Regional Water Strat-Op Update:
 - ❖ The next meeting is scheduled for Tuesday, January 31, 2023.
 - There had been discussion of engaging the same company that facilitated the work session.
 - ❖ Ms. Kauffman attended an all-day Regional Water Preservation retreat in Windsor on Friday, December 2, 2022, as part of the next phase of the Regional Water Strat-Op project.
 - ❖ The group talked about the needs and the potential solutions for trying to keep native waters of Northern Colorado in Northern Colorado, along with other opportunities.
 - Participation costs for the District will be approximately \$1,500.
 - ❖ Ms. Kauffman felt this was a good allocation of funds.
 - ❖ The next meeting is Tuesday, January 31, 2023.
- Marketing Support:
 - ❖ Ms. Kauffman presented the results of the District marketing audit completed by Wildrock.
 - ❖ Following are some of the points identified by the marketing audit:
 - Consistent brand standards are needed.
 - The District needs to identify effective ways to communicate programs and key messages to customers.
 - Systems, processes, and templates could help align messages.
 - It is important to establish the District as a credible source of water news and information.
 - Who the District customers are can be clarified through using demographic information.
 - Wildrock can assist in improvements to how the website appears on mobile devices.
 - ◊ Mobile makes up 40 percent of the District website traffic, but it has a low performance score.
 - Wildrock can also increase the District presence on other social media platforms.
 - Staff and Directors were asked to rate the District's performance on the following topics, and the average rating was reviewed:
 - ◊ The brand has a solid marketing foundation – Staff are clear on direction and the future. 3.5
 - ◊ The brand has a solid foothold in the community. 3.6

- ◊ Staff are crystal clear on who District customers are. 3.6
- ◊ District customers know who we are and what the District does. 3.4
- ◊ The District value is clear, and all efforts effectively communicate them. 3.6
- ◊ Staff have a proven marketing process, and everyone is adhering to it. 2.4
- ◊ The District has a system for receiving regular customer feedback to know the level of satisfaction. 3.5
- ◊ The District has a budget and it is being monitored regularly (i.e., monthly or quarterly). 2.5
- ◊ How well are the channels/tactics supporting the brand and driving towards goals?
 - Public Relations 3.3
 - Organic Social Media 3.4
 - Website 3.7
 - Email Marketing 2.5
 - Events 1.8
 - Other - Printed Collateral 3.1
- Staffing:
 - ❖ Job openings for the positions of Water Resources Technician and Business Project Manager have been posted.
 - ❖ The job opening for the position of District Senior Geographic Information System (GIS) Specialist was expected to be posted shortly.
- Colorado Water Congress:
 - ❖ Ms. Kauffman and Water Resources Administrator Amanda Hoff were scheduled to attend the annual meeting in Aurora, Colorado.
 - ❖ Agenda topics included conservation, Colorado's water strategy, limited water supply, and water policy.
- Other Agreements:
 - ❖ Staff and consultants have spent significant time reviewing and redlining agreements with Brookfield.
 - Slow progress was being made with a significant number of agreements requiring modifications.
 - Staff will try to have the modified agreement in front of the Board before the end of the second quarter.
 - ❖ Staff received partial feedback from Aurora Organic Dairy (AOD) on the proposed agreements tied to water dedication and waterline construction.
 - ❖ Ms. Kauffman reached out to Johnstown Town Manager Matt LeCerf regarding the progress on the IGA.

Business Manager's Report: Business Manager Diekhoff reported on the following:

- Office Update:
 - ❖ Low-Income Assistance:
 - Staff were investigating ways for the District to manage the funding and to fairly disperse the funds to assist low-income customers.
 - Ms. Diekhoff was concerned with finding an efficient way to properly allocate money for the assistance fund out of a customer payment.
 - Board members suggested making funds a line item in the 2024 budget and engage a third party to assess the needs of customers requesting assistance.
 - It was suggested the District partner with House of Neighborly Services (HNS) to assist with dispersing the funds.
 - ◊ HNS only services Loveland and Berthoud therefore Staff will need to research another agency to assist customers in other areas.
 - Ms. Diekhoff and Ms. Kauffman requested further direction from the Board.
 - ◊ The Board requested monies be budgeted to fund the assistance rather than using Staff to review customer payments for donations.
 - ◊ The Board would like Staff to find the easiest way for accept donations from customers.

- ◊ The Board requested Staff partner with HNS to assist Loveland and Berthoud customers and locate another entity to assist with other areas of the District.
- EyeOnWater (EOW):
 - ❖ There was a total of 1,479 users.
 - 15 percent of customers have created EOW accounts.
 - Ms. Diekhoff did not set a goal for 2023, but is expecting an increase in users with the planned marketing efforts of Wildrock.
- Ms. Diekhoff reminded Directors and Staff of the annual dinner to be held on January 28, 2023, at the Tournament Players Club (TPC) Berthoud Golf Course.

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

- There were 12 Tap Commitment Requests for December. The 2022 total was 5,011.
- Capital Projects:
 - ❖ The entire West 1st Street project was complete, except for a small area of sod replacement that will occur in the spring of 2023, along with additional roadbase needed on the east end of the project.
 - ❖ CR Land Services had received favorable responses from property owners regarding initial easement discussions for the Northeast Transmission Line.
 - Actual offers were expected to begin in the next several weeks.
 - ❖ The Twin Mounds project continued to progress.
 - The epoxy stripe coating of the interior walls was in progress.
 - ❖ Loveland/Campion Conversion Project Number 1:
 - The cost of the project had almost doubled due to the fact the project was larger than anticipated.
 - ◊ Project costs are currently estimated at \$3.1M.
 - 95 percent design drawings were in progress.
 - Design to be complete in 2022 with construction beginning in 2023 and complete in 2024.
 - ❖ The Dry Creek Floating Photovoltaic Feasibility Study was progressing slowly.
 - ❖ Mr. Eaton and Ms. Kauffman would be working on the Water System Master Plan and Raw Water Infrastructure as new employees are brought on board and trained.
 - ❖ It was determined that the Non-Potable System Study was not necessary.
- Development Projects:
 - ❖ There were no new development projects for December.
 - ❖ New phases of developments were not coming online as quickly as they had been.
- Other Engineering & GIS Activities:
 - ❖ Development construction and inspections had slowed due to weather.
 - ❖ Development review along with revisions to plans by developers remained active.
 - ❖ West Interstate-25 (I-25) Transmission Line Construction Manager at Risk (CMaR) proposals were due January 26, 2023.
 - ❖ Final easement negotiations continue with approximately 80 percent complete.
 - Condemnation proceedings were in progress for Lot 1 of Singletree Estates.
 - Final negotiations were in progress for the remaining properties.
 - ❖ LCR 8 and 21 intersection infrastructure modifications design continued.
 - ❖ 3rd & Welker Waterline Replacement design continued.
 - ❖ Engagement in various Colorado Department of Transportation (CDOT) activities near District infrastructure along I-25 continued.

Water Resources Manager's Report: Water Resources Manager Koch and Water Resources Administrator Hoff reported on the following:

- December usage was lower than projected, but slightly higher than November usage.

Discussion followed regarding the difference between the forecasted use versus actual. Also discussed was the fact that water usage was down but revenue was up.

- Water Court:
 - ❖ The third round of Opposer Comments were due February 1, 2023.

- ❖ On February 15, 2023, there will be a status conference with the referee.
- ❖ On March 31, 2023, the referee will meet with the water judge to determine if a trial date needs to be set.
- The District submitted a Letter of Intent to purchase three shares of Home Supply.
 - ❖ The seller had not made a decision at the time of the Board Meeting.
- The snowpack in the Upper Colorado River Basin was doing well, but it was early in the season.
- Ms. Hoff gave kudos to Conservation Specialist Holly Suess, and the Front Office Staff, for working hard to curtail customers who consistently over-use their water allotment through education and conversations.
 - ❖ District Manager Kauffman noted that Ms. Suess is committed to bringing over-use under control.

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

- Locates and leak repairs were normal.
- Monthly Total Coliform samples were within acceptable parameters.
- Crew Leader Valve Exerciser Alan Cordova had exercised 5,181 out of a total of 6,335 valves.

Discussion followed regarding an option to have Beacon meters in areas with low cell service to transmit through electric meters. However, not all electric utilities are interested in entering into an inter-agency agreement for the District to take advantage of the technology.

DIRECTOR REPORTS

District Manager Kauffman advised the Board that the 2023 Dashboard had been updated, but due to an issue with the plotter could not be printed in time for the meeting. Discussion followed regarding adding panel for the conservation efforts. Director Brandenburg suggested posting the dips in water usage on Fridays to Facebook.

Director Szmyd advised that he would be attending the Colorado Water Congress Annual Meeting on behalf of the City of Loveland. Mr. Szmyd also noted the following:

- Loveland said that Northern is concerned about disasters and terrorists.
 - ❖ A meeting was held between the two entities regarding vulnerability.
- Mr. Szmyd would like to see a centralized resource for water.
 - ❖ Ms. Kauffman advised that the separate water providers have too much invested in water rights.

Director Brandt advised everyone that the 2023 Colorado Farm Show was scheduled for the end of January.

President McMurtrey noted that her new job was with the City of Boulder (Boulder) and she is doing what she loves in water resource project management. Ms. McMurtrey advised that Boulder's water portfolio is larger than their demands and that Boulder does not have conservation programs in place.

Director Martens noted that Boulder received a grant from Northern for xeriscaping.

It was moved by Director Martens to Adjourn the meeting at 7:51 p.m.

Respectfully submitted,

Amber Kauffman