

**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, March 10, 2022. Attendance was as follows:

Board of Directors:

Emily McMurtrey, President, Present
Steven Brandenburg, Absent – *Excused*
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
Ken Lambrecht, Operations Manager
Nancy Koch, Water Resources Manager
Judy O'Malley, Recording Secretary

Other Attendees:

Clayton Orback, Little Thompson Water District Backhoe Crew Supervisor

CALL TO ORDER

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

ROLL CALL

It was moved by Director Bill Szmyd, seconded by Director Ryan Heiland, to excuse the absence of Director Steve Brandenburg. Motion carried unanimously.

Roll call was taken. All other Directors were present.

AGENDA REVIEW

There were no changes to the agenda.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

President 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 Ed Martens, seconded by Director Szmyd, to approve the Consent Agenda, including:

- **Minutes of the February 10, 2022, Regular Board Meeting,**
- **Tap List 674,**
- **February 2022 Disbursements in the amount \$1,466,818.57:**
 - **Operating Account: \$1,174,162.34:**
 - **ACH Manual Check Numbers 3593 to 3657 – \$903,899.78,**
 - **Check Numbers 10557 to 10631 – \$270,262.56,**
 - **Payroll Account: (Two Bi-weekly payroll periods in February) for \$292,656.23:**
 - **ACH Transmittal Vouchers O-2129 to O-2140 – \$152,441.25,**
 - **ACH Direct Deposit Numbers N-11394 to N-11468 – \$140,214.98,**
- **February 2022 Financial Report,**

Motion carried unanimously.

DISCUSSION ITEMS

Carter Lake Filter Plant (CLFP):

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

- The March 9, 2022, meeting had been cancelled, and was rescheduled for Wednesday, March 16, 2022.
- Northern Colorado Water Conservancy District (Northern) Meeting:
 - Central Weld County Water District (CWCWD) District Manager Stan Linker, CLFP Manager Rick Whittet, CLFP Plant Supervisor Darrell Larson, NoCo Engineering Josh Cook, and Ms. Kauffman had a conference call with representatives from Northern on February 14, 2022, to discuss additional connections to the existing canal, the high-pressure conduit, and the potential for another connection.
 - Northern was going to find more information on a potential connection to the “Broomfield line” and get back to CLFP.
- Staffing:
 - Mr. Whittet was in the screening process for a candidate for the Operator Assistant Position.
- Membrane Replacement:
 - The membrane replacement project was nearly complete.
 - CLFP was waiting for about one dozen modules to be delivered to complete the project.
- Pretreatment:
 - Ms. Kauffman gave a presentation to the Board of the CLFP Pretreatment history and need. Points of the presentation included:
 - 2017 pretreatment study.
 - A utility plan for the facilities that showed the capacity was less than originally presented.
 - Four options were presented to the CLFP Board with the District Board and CWCWD Board approving the pretreatment program option, with an updated cost, at a joint board meeting.
 - The CLFP pilot testing.
 - Bonding by the District and CWCWD to fund the pretreatment project.
 - The need for CLFP planning for expansion/upgrade in capacity very soon.
 - The selection of Burns and McDonnell for the project.
 - Substantial cost increases from the original study.
 - Discussion followed regarding the following:
 - The need to begin using the funds from the bond in a certain timeframe, and/or issuing another bond for additional funds.
 - The need to work with CWCWD to find a solution so CLFP does not reach its capacity.
 - Alternative options for increasing capacity.
 - Continuing water conservation conversations with customers.
 - Burns and McDonnell prepared a cost estimate for the pretreatment project that is outside the budget of both districts.
 - CLFP was pursuing a separate cost estimate to verify costs.
 - Modifications to design or additional funding may be required.

St. Vrain Water Authority (SVWA):

District Manager Kauffman was not present at the February 17, 2022, SVWA Meeting. District Engineer Brad Eaton had attended and presented the following information to the Board:

- Topics included:
 - Approval of the contract for Web Design Services.
 - Review of the operating Rules and Regulations.
 - Discussion of a purchasing policy.
 - An update on insurance for SVWA.
 - Discussion of vendor accounts.
 - An update on construction progress.
- Anticipated topics for the March 14, 2022, meeting included:
 - Draft Rules and Regulations.
 - Draft Purchasing Policy.
 - Construction progress report.
 - Request for Proposal (RFP) for Internet Technology (IT) services were sent to six firms.

Director Szmyd questioned if the SVWA treatment plant will provide the District with additional capacity. Ms. Kauffman advised that once it is fully constructed it will only provide up to 1.25 million gallon per day (MGD). After expansion it can provide up to 5 MGD and if the plant is replicated on the site, the facility can provide up to 10 MGD.

The Town of Firestone (Firestone) planned to have a “soft” ribbon cutting ceremony on Wednesday, March 16, 2022, at 4:00 p.m. District Board members and staff were encouraged to attend.

Windy Gap Firing Project (WGFP):

District Manager Kauffman presented the following information to the Board:

- There had been construction delays due to weather but continued to progress on the WGFP.
- Colorado River Connectivity Channel (CRCC):
 - The public hearing required by the Natural Resources Conservation Service (NRCS) review of the project was held.
 - A few dozen comments had been received, primarily regarding the Chimney Hollow Project.
 - None of the comments appeared to have a change to the progress of the project.
 - Northern Staff were hopeful for a Finding of No Significant Impact (FONSI) to be issued by the NRCS.
 - This would free up funds for the full construction of the project and allow a construction package to be signed.
- Chimney Hollow:
 - Construction on the main dam, the portal, and the bridge over the penstocks continued.
 - Generally, the project was 91% of expected schedule and 86% of expected costs.
 - The critical path items that control overall schedule are several weeks ahead of schedule.
 - The archeologist finished their evaluation and cleared the site on February 21, 2022.
 - Work began again in the saddle dam area on March 21, 2022.
 - A lot of effort was going into exposing stable bedrock for the dam foundation.
 - Concrete placement of the plinth had begun.
 - A \$10 million crusher had been delivered, and the rock to be crushed would be used in the plinth.
 - Expected Construction Schedule:
 - Commission Cofferdam and 1st Concrete Plinth Placement: 2/4/2022.
 - Place Bridge Over Flatiron Penstocks: 2/9/2022.
 - Complete Portal and Begin Tunneling and Penstock Road Improvements: 2/18/2022.
 - Complete Fountain Form Test Grout: 2/28/2022.
 - Laydown Area 4 (L4) Complete and Permanent Crusher Established: 3/3/2022
 - Factory Acceptance Testing Valves (Germany): 3/24/2022.
 - Complete HAC Test Section: 8/16/2022.
- WGFP Enhancement Donor Fund Advisory Committee:
 - The Advisory Committee had a productive meeting on Friday, February 4, 2022.
 - The next meeting’s goal was to set criteria for picking projects.

At 6:14 p.m. President McMurtrey called for a break. The meeting resumed at 6:22 p.m.

Strategic Planning Priorities:

District Manager Kauffman presented the following information to the Board:

The 2018 Strategic Plan, in addition to the Raw Water Supply Planning reviewed at the February 10, 2022, Board Meeting, included the following priorities:

- Treatment and Transmission/Distribution:
 - Age/type of infrastructure.

- Reliability of system.
- Relationships with Other Entities
 - Mead/Longs Peak service area.
- Business Management
 - Good financial condition.
 - Boom and Bust planning.
 - Longer term financial planning.
- Operations and Technology
 - Technology – Beacon Meters.
 - Appropriate staffing levels.

Ms. Kauffman requested the Board review the Strategic Plan and update the priorities and/or offer goals at the April 14, 2022, meeting. The District had already met several of the goals from the original 2018 plan. Ms. Kauffman advised the Board that the Strategic Plan offers the Board a path to define a vision to ensure the resiliency of the District. Using this vision to prioritize initiatives and therefore allocating resources, both personnel and budget, to achieve short- and long-term goals that promote these initiatives, furthering the resiliency of the District.

District Staff were working on several projects including:

- A rate study.
- A successful 2022 Board of Directors election.
 - Ms. Kauffman felt it was good for the District that each Ward had at least one candidate.
- Emergency Response Plan training was scheduled for all Staff.
- Salary updates from the Employee Council.
- Making the website Americans with Disability Act (ADA) compliant.

Discussion followed regarding:

- What priorities were the most critical.
- Additional entities to continue improving relationships with all partners.
- Information new Board Members should know before their first Board Meeting or after the first six months, and how to present the information.
 - Arranging a District tour after the May 3, 2022, election.
- Board Member evaluations.
- Are the current District reserve policies up to date.
- Ways to encourage customers to use the EyeOnWater application.
- Reverse Emergency Notification system.
- Telemetry upgrades.
- Increasing operator levels for distribution staff.
- Should the District pay for capital improvements with cash or bonding.
- Triggers for staffing levels.
- When to plan for office expansion.
- Should the District continue with in-house repairs.
 - In-house repairs are currently saving the District money.
- Should the District expand the Cash-in-Lieu (CIL) program.
- Should the District look into accepting additional water sources.
- Additional tap sizes.

Water Resources Manager Nancy Koch suggested Staff provide the Board with Executive Summaries of the most important District documents. Ms. Kauffman would prepare the documents and advised the Board that anytime they have questions to contact her.

Election Update and Sample Ballot:

District Manager Kauffman presented the following information to the Board:

- Over the previous month the District had passed the following milestone dates in the election process:
 - February 25 – Last day for self-nomination forms to be filed with Judy O’Malley, the Designated Election Official (DEO).
 - February 28 – Last day Affidavits of Intent to be a Write-in Candidate could be filed with the DEO.

- March 2 – Lottery held to determine the order of names on the ballot. (No candidates attended).
- March 4 – Day the ballot had to be certified.
- Upcoming important dates included:
 - March 18 – Last day for DEO to mail the UOCAVA ballots.
 - April 4 – Mailing of permanent absentee voters and new absentee voters requested ballots begins.
 - April 13 – Last day to publish Notice of the election in the papers and at the office of the DEO and the clerk and recorders offices.
 - April 26 – Last day for electors to request Absentee Ballot.
 - May 3 – Election Day!
 - The District office will be open from 7:00 a.m. until 7:00 p.m. as an in-person polling location.
- The Lottery Drawing results were as follows:
 - Ward 1:
 - James J. Walker
 - Ward 2:
 - Edward M. Martens
 - Gene Pakenham
 - Richard Lawrence
 - Tracy J. Letzring
 - Ward 3:
 - Dennis D. Mutchler
 - Jack Strandquist
 - Ward 7:
 - Larry R. Brandt
 - Don Whitman

Northern Colorado Regional Water StratOp Subcommittee:

District Manager Kauffman presented the following information to the Board:

The Community Foundation of Northern Colorado (Foundation), in partnership with the Weld Community Foundation, hosted a strategic planning process in December 2020 with numerous water providers. The goal was to build sustainable water systems and solutions for the future of Northern Colorado.

Some information about the Foundation:

- Mission: Create transformational community impact by inspiring philanthropy and engaging the region.
- Vision: Creating Impact. Leaving Legacy.
- Values:
 - Be a catalyst for community action.
 - Foster collaboration.
 - Provide donor-focused and personalized service.
 - Demonstrate inclusivity and respectfulness.
 - Lead nonpartisan discussions and initiatives.
 - Serve as a trusted steward.

Ms. Kauffman presented a letter of engagement for the Board's consideration of the District to participate in the group. The cost of the participation would be \$1,500 to generally pay for facilitated meetings for the year. The talk is generally about regional thinking and the District has been engaged with a portion of the participants for directed conversations surrounding the Big and Little Thompson Rivers. This opportunity provides additional engagement in the Northern Colorado region.

It was moved by Director Szmyd, seconded by Director Jim Walker, to allow District Manager Kauffman to sign the Letter of Engagement with the Northern Colorado Water StratOp Subcommittee. Motion carried unanimously.

Public Hearing: Action Item: Resolutions 2022-11, 2022-12, 2022-13, and 2022-14 Inclusions/Exclusions:

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

It was moved by Director Szmyd, seconded by Director Martens, to adopt Resolution 2022-11 Inclusion (Phillips), Resolution 2022-12 Inclusion (MARKO), Resolution 2022-13 Inclusions (Carpenter, Hopp, Severin, Wright), and Resolution 2022-14 Exclusions (ALC V – Berthoud, Forestar (USA) Real Estate Group). Motion carried unanimously.

STAFF REPORTS

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

- East Interstate 25 (I-25) Plant:
 - The transaction broker for the District and CWCWD provided an updated and more formal market analysis and completed a title commitment.
 - The broker sent the documents to the property owners on January 31, 2022.
 - The property owners retained an attorney to help them through the process.
 - The property owners indicated there were several sales that were not included in the evaluation and the proposal is not close to their figures.
- Spring Water Users Meeting:
 - Northern will be returning to their in-person Spring Water Users meeting at 8:00 a.m. on April 13, 2022, at the Embassy Suites in Loveland.
 - Ms. Kauffman advised the Board of how to register for the meeting.
- Legal:
 - In 2022 the District had been served in separate lawsuits and served notice by another party.
 - None of the incidents were outside of insurance coverage at this time.
 - Ms. Kauffman reviewed the cases for the Board:
 - In one case a property owner named a contractor who completed repair work for Berthoud.
 - ◇ The District had lent a part to the contractor and the contractor added the District as a non-party to the suit.
 - Another case involved a motorcycle crashing after hitting unfinished District road work.
 - ◇ The driver claimed the road work was unmarked, however, his photos of the area showed District signage.
 - In a third case a family was in dispute over ownership of one water tap.
- Quarterly Goals Update:
 - At the December 9, 2021, Board meeting, Ms. Kauffman presented the following District goals covering five categories. The following list includes updates of the status of each item:
 - Raw Water Supply Planning:
 - ◇ Conservation – Increased focus during a transition year.
 - More postcards sent than previous years, increased interest in sod removal (more than 29 interested customers),
 - ◇ Consolidated Home Supply Change Case – Continue on change case, make significant progress easement acquisition for raw water infrastructure.
 - Conversation started with Larimer County for pipeline location and one property owner for easement acquisition, detailed comments forthcoming this month.
 - ◇ Handy Ditch Company Change Case – Submit change case.
 - Expected in the next couple of months barring any unexpected issues.
 - ◇ Second Use – Opportunities with Firestone for implementation at SVWA.
 - Revising proposal for Firestone.
 - ◇ Dry Creek Photovoltaic – Green hydrogen feasibility study.
 - Not started.
 - Treatment and Transmission:
 - ◇ Complete District Distribution Master Plan Update.
 - In process.
 - ◇ Identify and Secure future East I-25 Treatment Plant property.
 - Ongoing.

- ◊ Capital Projects/Bonding Projects.
 - Progress ongoing.
- Relationships with Other Entities:
 - ◊ Johnstown – Complete an updated Intergovernmental Agreement (IGA).
 - Met twice to discuss IGA, currently redlining IGA.
 - ◊ Berthoud – Update IGA and solidify opportunities for Request for Offers (RFOs) agreements.
 - ◊ Obtain an agreement with Aurora Dairy for Water Dedication.
 - Additional conversations expected in upcoming 30 days to develop an agreement with timelines and water dedications.
 - ◊ Renew/Redo current agreement with Brookfield.
 - Meeting with Brookfield on March 11, 2022.
- Rules and Regulations Updates:
 - ◊ Section 8: Main Line Extension Policies and/or Developer Agreement.
 - No progress.
 - ◊ General Overview and Board Engagement for broad changes.
 - On-going.
- Operations and Technology:
 - ◊ Getting 50% increase in Eye On Water users.
 - 56 new users in 2022 (as of March 1, 2022, goal for the end of the year was 1,158)
 - ◊ Reverse 911 system in place.
 - Evaluating options.
 - ◊ Telemetry Upgrades.
 - None yet.
 - ◊ Increase average operator level of distribution staff.
 - One staff member increased level.
 - ◊ Complete a rate study.
 - Working on sample Request for Proposal (RFP).
 - ◊ Update the 2019 salary study.
 - Study can't begin until the fall due to salary survey being completed by Employers Council.
 - ◊ Successful elections.
 - Ongoing - competitive elections in three of the four wards, and ballot finalized.
 - ◊ Making website ADA compliant.
 - Planning on starting the process after elections.

Discussions followed regarding additional ways to increase EyeOnWater users, and new channels to obtain additional water for the District portfolio.

President McMurtrey questioned Ms. Kauffman if she were to need additional assistance. Ms. Kauffman advised the Engineering Department was searching for an administrative assistant that would also support Ms. Kauffman.

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

- Audit:
 - The auditors, BDO USA, LLP, were expected at the District office from March 11, 2022, through March 17, 2022, to complete the District audit for 2021.
- EyeOnWater Users:
 - There were 15 new users since the February 10, 2022, Board meeting.
 - There were a total of 814 users out of the 1,158 user goal for 2022.
- Over-Users:
 - Customer Service Supervisor/Conservation Specialist Holly Suess was working hard to target over-users.
 - Ms. Suess was focusing her efforts on some larger developments by sending out letters and calling customers.
 - Ms. Suess and Water Resources Administrator Amanda Hoff plan to work with Homeowners' Associations (HOAs) and have them promote water conservation.

- Tap Installs:
 - The front office was working with operations on a tracking system to help determine the excess costs that sometimes occur from the installation of new taps.
 - This will help Staff with the 2023 budget to make sure all costs are properly covered.
- Sewer Reports:
 - Annually, the District is required to report water usage of mutual customers for the months of December through February to Loveland and the towns of Berthoud, and Mead.
 - Staff will be preparing the reports.
- Water Shortage Contingency Plan:
 - Post cards will be sent out to all customers notifying them of the plan, and what they need to be aware of.
- Berthoud Water Main Break:
 - A contractor caused a water main break for Berthoud near one of the District's interconnect sites.
 - At the time of the break Berthoud was not sure if there were any water quality issues but had been notifying their customers not to drink the water until they could be sure.
 - Four customers that are billed by the District receive their water from Berthoud and customer service staff notified them of the situation.
 - District Operations Staff were on hand to assist Berthoud staff.

Discussion followed regarding a link to EyeOnWater or personalized Quick Response (QR) codes being added to the postcard. Ms. Diekhoff advised the Board that an EyeOnWater specific postcard was planned for mailing sometime in April.

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

- There were three Tap Commitment Requests in February. Year-to-date total was five.
- Capital Projects:
 - There had been delays to the West 1st Street (St.) project due to significant rock and weather issues.
 - The preliminary alignment design for the Northeast Transmission Line had been received, however, Staff had just learned that Johnstown planned to expand their Right of Way (ROW) on Weld County Road (WCR) 16.
 - A meeting was pending with Johnstown to discuss future plans.
 - The Twin Mounds project was going well but a cold snap was affecting the painting process.
 - The contractor had brought in units to heat the tank to the proper temperature.
 - There had been time delays due to the necessary structural repairs.
 - The Loveland/Campion Conversion Project 30% design drawings had been completed by the consultant and were in review by Staff.
 - There were no new developments with the Supervisory Control and Data Acquisition (SCADA) improvements project.
 - Staff would be meeting with SVWA to discuss metering for the St. Acacius development.
 - The District would need to relocate approximately 2,300 feet of 12-inch waterline to accommodate the WCR 54 bridge widening at the Big Thompson River.
 - Weld County would be paying for the project.
 - The Water System Master Plan progress had been slow due to the number of other projects Staff had been working on.
 - There had been no new information on the study to evaluate managing Non-Potable Irrigation systems.
 - Recent efforts in the Raw Water Infrastructure System project involved land ownership verification for the property between Lone Tree and Welsh reservoirs, the site Staff are considering for placement of the pumping station.
- Development Projects:
 - A new development, Buffalo Highlands, had been brought before Staff for review.
 - The development plan was for 749 residential lots, plus some commercial.

- The development will be located between WCR 36 and 38.
- A Home Depot distribution center is in the works near the Fed-Ex facility.
- Several developments were in the review stage.
- Turion:
 - Berthoud denied approval of the Metropolitan (Metro) District.
 - Staff had received an updated Request for Commitment Letter for an additional 1,100 homes.
 - The District will likely be serving the development through wholesale water to Berthoud.
- The Waterfront development, for 1,800 residential homes, was in the design stage.
 - The District received 310 units of Colorado-Big Thompson (C-BT) water for the development.

Discussion followed regarding adding detailed information to the report to assist Board Members with the ward locations of the projects being presented.

- Other Engineering and Geographic Information System (GIS) Activities:
 - There were numerous review and response referrals from other agencies.
 - The Twin Mounds 5 million gallon (MG) Tank vent and hatch sourcing had been completed.
 - Approval of the hatch design needed to be approved by Colorado Department of Public Health and Environment (CDPHE).
 - The West I-25 24" Transmission Line project property acquisition and easement offers were in progress.
 - Staff were engaged in various Colorado Department of Transportation (CDOT) activities near District infrastructure along I-25.
 - The CDOT repairs to the 42-inch Air Release Valve (ARV) gaskets were expected in March.
 - Additional challenges were presented as the maintenance agreement had expired.
 - Work continued with GIS system enhancements including integration with new water modeling software.
 - Sr. GIS Specialist Joe Robinson had been asked to give a presentation of the District's GIS uses at the 2022 Special District Association (SDA) Conference.

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

- February water usage demands were below projections but within typical winter usage range.
- The District will have sufficient water to meet the 2021-2022 water year with existing supplies but will not have carryover for the 2022-2023 year if there is no supplemental C-BT quota.
 - The Northern Board will set the supplemental quota in April.
- Dry Creek Reservoir had not seen any change.
- Water Court:
 - Ms. Koch reviewed the status of the Consolidated Home Supply and Barefoot Lakes Water Court cases.
 - Ms. Koch advised that the Handy Ditch Company (Handy) Board Members had withdrawn the proposed bylaw changes that had impediments to changing the use of the District's Handy shares. The ditch company stated that they now want to work with the District to resolve these issues with Handy by-laws so that the District can file the change of use application with the Water Court.
- Ms. Koch advised the snowpack on the West Slope had improved but for this time of year Colorado should be receiving large snow amounts.

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 February.
- All monthly Coliform were within acceptable parameters. The next Lead and Copper sampling period would be late spring of 2022. The Disinfection Byproduct (DBP) 2 samples had been within normal parameters.

- Colorado Rural Water Association has a convention every year and it will be held at the Embassy Suites Hotel in Loveland in May 2022.
 - Mr. Lambrecht was asked to send further information to the Board Members.
- The Valve Exerciser project continues to progress with 4,430 out of 5,903 valves exercised.

Mr. Lambrecht showed the Board how Staff can see customer consumption to review individual and total customer leaks, as well as system leaks. There was discussion regarding ways to encourage customers to make repairs.

Mr. Lambrecht advised the Board that he, along with Meter & Facilities Services Crew Leader Troy Nygren and Meter Reader Kinsey Clay, had met with Left Hand Water District Staff to share the District experiences with using Beacon Meters.

DIRECTOR REPORTS

Director Szmyd noted that the Loveland Utilities Commission (LUC) was sending an IGA between the District and Loveland to the Loveland City Council. Mr. Szmyd also mentioned that he had received an email, from someone he did not know, asking if a pipeline could be built to move flood water from the Mississippi River to the west coast area.

Director Martens requested that District Engineer Eaton attend the upcoming CLFP Board meeting as Ms. Kauffman was unable to attend on the rescheduled meeting date. Mr. Martens also noted that Director Steven Brandenburg would need to attend the CLFP Board meeting via conference call.

Director Larry Brandt mentioned that he had read in a publication that passwords need to be at least 12 characters, with a mix of upper and lower case letters along with numbers, to prevent software from hacking a person's password. Director Heiland noted that he had heard the next level of security for passwords is to make phrases out of mixed characters. Ms. Diekhoff noted the university she is attending requires 26 characters. Ms. Kauffman added that she had received notification that districts need to be on the alert for extra attacks at this time.

Discussion was held whether CLFP Staff had been provided with the District Directors' emails, and whether any of the Directors still needed assistance with their new District email accounts.

President McMurtrey mentioned that Denver International Airport (DIA) had a major water line break causing over \$50 million in damages to the new section of the airport.

Director Szmyd motioned to adjourn the meeting at 8:15 p.m. Motion carried unanimously.

Respectfully submitted,

Amber Kauffman