

**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, April 14, 2022. 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  
Ken Lambrecht, Operations Manager  
Nancy Koch, Water Resources Manager  
Judy O'Malley, Recording Secretary

Other Attendees:

Clayton Orback, Little Thompson Water District Engineering Business Support Level II  
Tracy Letzring, Customer  
Blake Letzring, Carter Lake Filter Plant (CLFP) Employee  
Stacey Mast, of Stifel Public Finance

**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**

Roll call was taken. All 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 Bill Szmyd, seconded by Director Brandt, to approve the Consent Agenda, including:**

- **Minutes of the March 10, 2022, Regular Board Meeting,**
- **Tap List 675,**
- **March 2022 Disbursements in the amount \$1,046,531.07:**
  - **Operating Account: \$623,243.87:**
    - **ACH Manual Check Numbers 3658 to 3724 – \$353,333.47,**
    - **Check Numbers 10632 to 10663 – \$269,910.40,**
  - **Payroll Account: (Three Bi-weekly payroll periods in March) for \$423,287.20:**
    - **ACH Transmittal Vouchers O-2141 to O-2157 – \$208,083.99,**
    - **ACH Direct Deposit Numbers N-11469 to N-11577 – \$215,203.21,**
- **March 2022 Financial Report,**

**Motion carried unanimously.**

**DISCUSSION ITEMS**

Financial Capacity Evaluation:

District Manager Amber Kauffman, Business Manager Angela Diekhoff, and Stacey Mast of Stifel Public Finance presented the following information to the Board:

- Stifel presented the District Financial Capacity for bonding additional funds for the Pretreatment Plant.

- With the 2020 bond the District currently has \$15.4 million (M) for the pretreatment plant.
- Both the District and Central Weld County Water District (CWCWD) have bonded \$15 M for a total funds available of \$30 M.
- Current estimates for construction of a pretreatment plant range from \$44 M to \$72 M leaving an additional \$14 M to \$42 M to be funded based on very early estimates.
- Ms. Kauffman and Ms. Diekhoff asked Stifel to evaluate an additional bond issuance of \$15 M and of \$55 M to give the Board a range to consider for improvements at CLFP.

Discussion followed regarding the best options for the District, including bonding versus a loan at current interest rates.

#### Carter Lake Filter Plant (CLFP):

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

- Pretreatment:
  - Burns and McDonnell (B&M) prepared a cost estimate for the pretreatment project that is outside the budget of the Districts.
  - CLFP Manager Rick Whittet was asked by CLFP Board President Al Lind to put B&M on hold and to investigate a Dissolved Air Flotation (DAF) pilot after the presentation by Josh Cook, P.E. of NoCo Engineering indicated DAF would be less expensive.
    - A DAF pilot was quoted, ordered, and delivered at the quoted cost of \$45,600 for a four-week rental.
    - It is unclear how long the actual rental will last.
    - The filter pilot was delivered the week of April 4, 2022.
    - Additional costs may be incurred for actual delivery expenses and for any engineering, sampling plan preparation, sampling or testing of water.
  - District staff suggested that B&M be engaged with the pilot as they will need to be a participant if they are designing pretreatment.
    - There was no indication that they were engaged.
    - The only indication is that NoCo will provide a summary of the pilot results.
  - District staff also suggested that CLFP coordinate with the plate pilot in case the DAF pilot proves unsuccessful.
    - There was no return communication in this regard.
  - A summary of the anticipated construction costs and increase in capacity was presented to the Board.
  - Pros and Cons of each pretreatment system was reviewed.
  - Directors Martens and Steve Brandenburg thanked Director Ryan Heiland for insisting the CLFP Board listen to what Mr. Whittet preferred.
  - The Board requested President McMurtrey and Ms. Kauffman present a letter outlining the Board's concerns of using the DAF pretreatment system over the plate settler pretreatment system.
- Historic Flows:
  - A graph was presented to the Board detailing the CLFP daily demands as metered at CLFP separated into the demands of each district, using monthly meter percentages.
  - The graph showed each party's general capacity (50% of total capacity) if the plant capacity is 43 million gallons per day (MGD).
  - It was noted that several times over the past five years CWCWD used slightly over or very near 50% of the plant capacity.
  - The current ownership agreement and operations agreement do not address the usage of more than 50% of the plant capacity by any one entity and do not assign only 50% of the capacity to the entities.

At 6:36 p.m. President McMurtrey called for a break. The meeting resumed at 6:46 p.m.

#### St. Vrain Water Authority (SVWA):

District Manager Kauffman presented the following information to the Board:

- Topics included:
  - Approval of the contract for IT Architecture Work Order with CorKat.
  - Update on the website.
  - Discussion of a purchasing policy.
  - Discussion of vendor accounts for chemical suppliers.
  - Construction progress was behind schedule due to supply issues.

- The Town of Firestone (Firestone) hosted a “soft ribbon cutting ceremony on Wednesday, March 16, 2022, for their council members.
  - Directors Szmyd, Jim Walker, and Larry Brandt, along with Ms. Kauffman and Operation Manager Ken Lambrecht attended.

#### Windy Gap Firming Project (WGFP):

District Manager Kauffman presented the following information to the Board:

- There had been construction delays due to weather but progress continued.
- Colorado River Connectivity Channel (CRCC):
  - Northern Staff were proposing to turn in the Environmental Assessment (EA) and were hopeful for a Finding of No Significant Impact (FONSI) to be issued by the Natural Resource Conservation Service (NRCS).
    - A FONSI would free up funds for the full construction of the project and allow a construction package to be signed.
  - Two contracts for early procurement/engineering services were being sought ahead of the FONSI to firm pricing for specific materials due to price escalation issues.
  - Fuel prices have had a significant impact on expected construction costs and if delays are incurred, could have additional cost implications.
    - Current fuel pricing changes amount to \$400,000 on the project since it was bid in 2021.
- Chimney Hollow:
  - Work continues on the main dam, the portal, the quarry development with the crusher assembly and the connection to the Bald Mountain Tunnel with a bulkhead.
  - Generally, the project is 91% of expected schedule and 84% of expected costs.
    - The critical path items that control overall schedule are several weeks ahead of schedule.
  - Bison bones were found on the site and golden eagles have nested on the site.
    - The bison bones have extended the delays slightly but not for critical items.
  - The project will incur some additional expense for the Western Area Power Administration (WAPA) transmission line relocation work tied to restoration and for the grout program.
    - The grouting program encountered low grout uptake but high water uptake in the ground under the dam.
    - This changes the type of grout to a more expensive mixture that also requires more holes where grout will be injected into the ground.
    - The weight of the dam will assist in closing the gaps in the ground that allow water to infiltrate and general seepage will be low.
  - A crusher had been delivered to the quarry.
    - Material from the project site will be used at the project site.
- WGFP Enhancement Donor Fund Advisory Committee:
  - The Advisory Committee met February 4, 2022, in person.
  - The next meeting was rescheduled and the date had not been determined.

#### Strategic Planning Priorities:

District Manager Kauffman presented the following information to the Board:

The Board was asked to review the 2018 Strategic Plan. The topics were grouped into the following categories:

- Raw Water Supply Planning
- Treatment and Transmission/Distribution
- Relationships with Other Entities
- Business Management
- Operations and Technology

The Board was encouraged to review the relevant planning documents for consideration of updating the Strategic Plan. Each Board member was asked to provide their top five priorities. The Strategic Plan offers the Board a path to define a vision to ensure the resiliency of the District by using this vision to prioritize initiatives and therefore guide District Staff on allocating resources.

Discussion followed regarding what priorities were the most critical. And an outline to prepare an updated Strategic Plan was created.

At 8:10 p.m. President McMurtrey called for a break. The meeting resumed at 8:16 p.m.

Public Hearing: Action Item: Resolutions 2022-15, and 2022-16 Inclusions:

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 2022-15 Inclusions (Boyd, FRF Properties 2111, Hollinshead, Kearney, Myers), and Resolution 2022-16 Inclusions (Buchmeier, Guglielmi, Hernandez, Theraldson Ethanol Plant I). Motion carried unanimously.**

Public Hearing: Action Item: Motion to Approve Section 1501.1 Schedule A – Tap Fees and Section 1502.2 Schedule C Miscellaneous Fees:

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

Business Manager Kauffman presented information to the Board regarding the reason the fee increases were proposed.

- Section 1501.1 Schedule A - Tap Fees increase in the Installation Fee Developer Supplied Materials to match cost.
- Section 1502.2 Schedule C - Miscellaneous Fees add tier level water theft fines due to an increase of the activity.

Following discussion, **it was moved by Director Szmyd, seconded by Director Walker, to approve an increase to Section 1501.1 Schedule A – Tap Fees. Motion carried unanimously. It was moved by Director Szmyd, seconded by Director Walker, to approve a tier level of water theft fines to Section 1502.2 Schedule C – Miscellaneous Fees. Motion carried unanimously.**

Action Item: Motion to Approve City of Loveland (Loveland) Intergovernmental Agreement (IGA):

District Manager Kauffman presented the following information to the Board:

The Loveland and the District signed an IGA in 2020 which also allowed the swap of numerous taps with small projects. These projects helped the District serve customers that were getting our water and Loveland serve customers that were getting their water or would eliminate long lengths of small diameter pipe from our system when Loveland service was nearby. Expenses were estimated at \$200,000 at the signing of the IGA. The original IGA charged the District with the completion of the project with Loveland to reimburse the District up to \$100,000. Due to unforeseen issues, the costs were closer to \$280,000. This amendment to the IGA increases the amount allowed for the work so that Loveland can repay the balance of the project at \$39,828.31. Loveland will have the IGA amendment approved this month as well.

**It was moved by Director Martens, seconded by Director Brandenburg, to approve the Loveland IGA. Motion carried unanimously.**

**STAFF REPORTS**District Manager's Report: District Manager Kauffman reported on the following:

- East Interstate 25 (I-25) Plant:
  - As of March 18, CWCWD decided to move ahead with their own treatment plant.
    - The owners of the property the District and CWCWD had been working with were disappointed as they had hired an attorney and had prepared a counter-offer.
  - The impact is significant to the District. A plan to determine the path forward for additional treatment capacity for the District is important.
  - Consideration should be given to:
    - A separate District plant
    - The District becoming a customer of the new CWCWD treatment plant.
    - Capacity projections of the District at CLFP.
    - Or additional options with other partners.
- 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 that the event had over 300 people registered.
    - Northern Colorado Water Conservancy District (Northern) typically determines the supplemental quota the day following this meeting.

- NoCo Regional Water StratOp:
  - Ms. Kauffman attended the April 6, 2022, meeting at the Northern Colorado Community Foundation offices.
  - Other attendees were representatives from the Cities/Towns of: Fort Collins, Loveland, Greeley, Windsor, Wellington, Evans, and Berthoud; as well as representatives from the following water districts: Eastern Larimer County (ELCO), North Weld County (NWCWD), and Fort Collins-Loveland (FCLWD).
  - The conversation in the group centered around the history of the work to date and the workplan and expectations moving forward.
  - Attendance is encouraged at the May and June facilitated workshops.
  - Ms. Kauffman will be unable to attend the May 16, 2022, workshop but requested President McMurtrey attend as a representative from the District.
  - Discussion is expected to be centered around finalizing the organization type, purpose, mission, and scope of the group.
- Emergency Response Training:
  - On March 30, 2022, the District office was closed and all staff attended Emergency Response Training.
  - Each employee received a copy of the updated Emergency Response Plan (ERP).
  - The District Information Technology (IT) consultant gave a presentation on cyber security, including email spam, viruses, etc.
  - Staff were separated into mixed groups of departments and asked to run through two separate emergency scenarios. Followed by group discussion of responses.
  - Ms. Kauffman felt the exercises were good for Staff and also helped to foster relationships back to pre-Covid levels.
- Colorado State University (CSU) Water Law, Policies, and Institutions Class:
  - Ms. Kathie Troudt Riley, a CSU instructor and attorney (and District customer) asked Ms. Kauffman to host a class and discuss water transfers.
  - The class went well, and the students had great questions.
  - Ms. Kauffman was honored to be asked.

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

- Election:
  - Two people have accepted the position to be judges, and another has been contacted to be a backup judge.
  - Polling will be open from 7:00 a.m. until 7:00 p.m. on Tuesday, May 3, 2022, at the District office.
    - Staff are also working with Loveland Rural Fire to have a shared polling place at their office at 550 W. Eisenhower Blvd., Loveland.
  - Wednesday, May 11, 2022, is the deadline for Uniformed and Overseas Citizens Voting Act (UOCAVA) ballots to be received.
    - UOCAVA ballots must be postmarked by 7:00 p.m. on Tuesday, May 3, 2022.
  - A Canvass Board will certify the judges' final count on Thursday, May 12, 2022.
    - The Canvass Board must consist of the Designated Election Official (DEO) – Judy O'Malley, a current Director not up for election – Emily McMurtrey, and a District customer not related to a Director up for election – Nancy Koch.
  - Prior to the May 12, 2022, Board Meeting all newly elected Directors (including incumbents) must take the Oath of Office.
    - The oaths, along with a copy of the blanket surety, must be immediately transmitted to Clerk of the Larimer County District Court, The Clerk and Records of Boulder, Larimer, and Weld Counties, and the Division of Local Affairs (DOLA) before the close of business at each office before the Directors can take their places on the Board.
- EyeOnWater Users:
  - There were 41 new users since the March 10, 2022, Board meeting.
  - There were a total of 855 users out of the 1,158 user goal for 2022.
  - Ms. Diekhoff was working on informational postcards to send out to customers in May.
- Newsletters:
  - The first round of the Spring 2022 newsletter went out with the March Cycle 3 (March 31, 2022) and will continue with the April Cycle 1 and Cycle 2 bills (April 10 and 20, 2022).

- Among other topics, the newsletter contained information regarding the election.
- President McMurtrey advised this was the first time she had received an electronic version of the newsletter with her electronic bill.

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

- There were 2,340 Tap Commitment Requests in March. Year-to-date total was 2,345.
- Capital Projects:
  - The western portion of the West 1<sup>st</sup> Street (St.) project was coming close to completion.
  - The preliminary alignment design for the Northeast Transmission Line had been received.
    - Staff had determined the Johnstown Right of Way (ROW) expansion plan along Weld County Road (WCR) 16.
    - Next steps involve easement discussion with property owners along with cost recovery discussion with Johnstown when the ROW expands.
  - The Twin Mounds project continued to progress.
    - Interior sand blasting and priming continued.
    - Cold temperatures in March, along with significant corrosion that had to be mitigated, delayed progress.
    - A robotic sidewall painting system was expected to recover the schedule.
  - The Loveland/Campion Conversion Project 60% design drawings were in progress.
    - Project complexity along with inflation of material costs indicate that total project costs could reach \$3.2 - \$3.4 M.
    - The newly understood budget overrun will require a phased approach and/or additional bond funding procurement.
  - Ongoing Supervisory Control and Data Acquisition (SCADA) improvements project currently involved a real time level and water quality monitoring system for Dry Creek Reservoir.
  - The Buckhorn Pump Station pumps were inspected and were in better shape than expected. Installation of new variable frequency drives (VFDs) were in progress.
  - The evaluation of a floating photovoltaic panels on Dry Creek Reservoir was ongoing.
  - Staff were solidifying where they would be able to place a pump station for the raw water infrastructure.
- Development Projects:
  - Development continued to be active and the inspectors were busy.
    - Buildings in the first phase of St. Acacius were going up.
    - Grading had begun at the Gopher Gulch RV Park.
- Other Engineering & Geographic Information System (GIS) Activities:
  - Mr. Eaton reported that Clayton Orback had accepted the position of Engineering Business Support Level II position.
  - There were numerous review and response referrals from other agencies.
  - The proposed Twin Mounds 5 million gallon (MG) Tank vent and hatch had been submitted to Colorado Department of Public Health and Environment (CDPHE) for review approval.
  - 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 substantially complete and the transmission line was back in service.
    - A small leak in a fabricated fitting was the only outstanding issue and expected to be resolved within 10 to 12 weeks.
    - The replacement was not expected to require shutdown of the transmission line.
  - Work continued with GIS system enhancements including integration with new water modeling software.

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

- March water usage demands were within typical usage range but expected to change in April due to high temperatures and lack of moisture.
- Northern announced a supplemental quota of 70%.

- The total quota for the year is 70%. A 50% quota was issued in November 2021 and a supplemental quota of 20% was issued in April.
- Staff expected to have enough supply and have carryover water.
- Dry Creek Reservoir had seen some evaporation and winds were causing additional loss.
- 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) planned to hold a Ditch Bylaw meeting on April 18, 2022.
    - Ms. Koch and Water Resources Administrator Amanda Hoff were invited to be part of the Bylaw Committee.
- 590 Units of C-BT were dedicated to the District 2022. The Northern assessments for these units \$28,000.
- Staff purchased three units of Consolidated Home Supply water.
  - Ms. Koch advised the Board that staff will try to purchase native waters when funds are available.
- Ms. Koch advised the snowpack on the West Slope had improved but the high winds are causing it to melt at a fast rate.
  - When snow melts too quickly it cannot soak into the soil properly.

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

- Locate requests and leak repairs had been high for the month of March.
- All monthly Coliform were within acceptable parameters. The Lead and Copper sampling were within acceptable parameters. The Disinfection Byproduct (DBP) 2 samples had been within normal parameters.
- The Valve Exerciser project continues to progress with 4,454 out of 5,926 valves exercised.

## **DIRECTOR REPORTS**

Director Szmyd advised everyone present that it was his last meeting as Director. He noted that it had been his pride and pleasure to serve the District in this capacity, and that he was proud of the many accomplishments the District had completed under the guidance of the Board.

Director Brandenburg noted that his extended trip had been very enjoyable and that he was glad to be back. He apologized for communication issues that had occurred during the trip. Mr. Brandenburg also stated that he will be in-person for the remainder of his time on the Board.

President McMurtrey noted that the Northern Spring Water Users Meeting was terrific. There was good discussion with the Northern Board, very good presentations were given, and the topics were informative. Ms. McMurtrey also noted that she had received her Water Contingency Plan postcard and that it was well designed. Ms. McMurtrey then thanked Director Szmyd for his years of service.

Director Martens advised that both CLFP plants were up, working, and ready to go.

**It was moved by Director Szmyd, seconded by Director Brandenburg, to adjourn the meeting at 9:03 p.m. Motion carried unanimously.**

Respectfully submitted,

*Amber Kauffman*