

## 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 18, 2024. 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 Advisor  
Kammy K. Tinney, Business Project Manager  
Judy O'Malley, Recording Secretary

### Other Attendees:

Clayton Orback, Little Thompson Water District Civil Engineer I

### CALL TO ORDER

The recitation of the *Pledge of Allegiance* occurred, followed by President Emily McMurtrey calling the meeting to order at 5:01 p.m.

### 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 being no public comments, the Public Comments period was closed.

### CONSENT AGENDA

It was moved by Director Larry Brandt, seconded by Director Bill Szmyd, to approve the Consent Agenda, with a correction to the Roundtable Discussion – Dry Creek Reservoir (Dry Creek) Operations: Native Water and Interstate-25 (I-25) Treatment Plant portion of the February 28, 2024, Joint Board Meeting Minutes from “*Ms. Kauffman noted the water quality at Lonetree Reservoir shows lower levels of geosmin and MIB than Dry Creek, but higher silica and turbidity.*” to “*Ms. Kauffman noted the water quality at Lonetree Reservoir shows higher levels of geosmin, MIB, silica and turbidity than Dry Creek Reservoir.*”; and a correction to Page 1 of Agenda Item 5.5 March 2024 Financial Report from “*Operating Gain (Loss) – We have an operating loss of 1,201,663 which is \$658,679 less than Budget.*” to “*Operating Gain (Loss) – We have an operating loss of \$1,162,660 which is \$830,497 less than Budget.*”, including:

- Minutes of the March 21, 2024, Regular Board Meeting,
- Minutes of the February 28, 2024, Joint Board Meeting,
- Tap List 699,
- March 2024 Disbursements in the amount \$1,584,701.66:
  - ❖ Operating Account: \$1,150,365.95:
    - ACH Manual Check Numbers 5305 to 5382 – \$740,464.59,
    - Check Numbers 11755 to 11796 – \$409,901.36,
  - ❖ Payroll Account: (Two Bi-weekly payroll periods in March) for \$434,335.71:
    - ACH Transmittal Vouchers O-2454 to O-2465 – \$205,097.43,
    - ACH Direct Deposit Numbers N-13447 to N-13532 – \$229,238.28,
- March 2024 Financial Report.

Motion carried unanimously.

## DISCUSSION ITEMS

### Employee Manual:

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

- For the past year the management team has been working on updating the employee manual. A good portion of the work was cleaning up some of the sentences, clarifying areas that were confusing, wording, and overall appearance of the handbook.
  - ❖ One major rewrite was the Discipline/Discharge Procedures.
    - Previously the handbook before had a small paragraph and no real guidelines.
    - Management came up with a three-step procedure and appeal process.
  - ❖ Included wording per Board direction regarding retirement bonus.
  - ❖ An addition to the handbook was Personal Use of Social Media Guidelines.

Following discussion, **it was moved by Director Ed Martens, seconded by Director Steve Brandenburg, to approve the Updated Employee Handbook. Motion passed unanimously.**

### Carter Lake Filter Plant (CLFP):

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

- It had been announced that NoCo Engineering Company (NEC) consultant Bob Reed had passed away.
- CLFP District Manager Rick Whittet advised he would like to look at a new Auditor based on increasing costs over the past five years.
- CLFP Staff had done an analysis on a new chemical to treat the membranes that shows promise for longevity of membranes and better cleaning.
  - ❖ It is an expensive process, however adding longevity to the membranes will be a huge benefit.
- CLFP Staff had an analysis of the sludge and submitted it for beneficial use.
  - ❖ The beneficial use had been approved and a company in Estes Park, CO will be able to use the sludge.
- A firm had been engaged to help address journal entries after the audit comment last month.
- The delivery of the new one million gallon per day (MGD) pump for the pump station at Dry Creek Reservoir had been delayed further and expected to be onsite sometime in May.
- District Director Ryan Heiland, CLFP Plant Superintendent Darrell Larson, and Mr. Whittet were scheduled to meet with Josh Cook, P.E. of NEC, to review project drawings.

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

District Manager Kauffman presented the following information to the Board:

- There was a request for approval of an amendment to the contract for Injection Well Temperature Logging Services that was approved last month.
  - ❖ The service was not budgeted but is only required every four years.
  - ❖ The contractor and SVWA had to negotiate an expense to cover potential damage to the equipment.
  - ❖ The contract amount approved in March was \$23,189, the Contract Amendment was for an amount up to the company's deductible of \$10,000.
  - ❖ More equipment is necessary to allow well pressures to get as high as required by the Environmental Protection Agency (EPA).
  - ❖ This resulted in an additional request for funds in the amount of nearly \$12,000 and the Board approved the contracts.
  - ❖ The test results are due to the EPA by the end of April; testing was to begin on April 10, 2024.
- The Town of Firestone (Firestone) was trying to settle with the remaining four or five subcontractors for the final completion of the plant.
  - ❖ Firestone will be reviewing and potentially approving additional expenses for the plant to finish the work on site.
  - ❖ This will impact the cost to the District when it connects for service.
- The operator, Ramey Environmental, is on the third operator for the facility since start-up last year.

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

District Manager Kauffman presented the following information to the Board:

- Colorado River Connectivity Channel (CRCC):
  - ❖ The work on the connectivity channel is nearly complete.
  - ❖ The project will still need to fund some communication signal between the gate that allows water into Windy Gap Reservoir and the Windy Gap Pump Plant.
  - ❖ Options were being evaluated but it appeared Fiber connectivity was the preferred choice despite the significant cost.
- Chimney Hollow:
  - ❖ The current dam height is 185 feet from the downstream toe.
  - ❖ The second payment of \$5 Million (M) to the Grand Foundation was made according to the settlement for reaching the halfway point in construction.
  - ❖ Great progress was made this year during the winter as compared to the previous winter last year.
    - During the winter months, the crews used heating tubes to continue paving with adequate air temperatures.
  - ❖ Double shifts had started on site enabling the crews to increase the dam height by 3.75 feet per week.
    - Most of the valves have been shipped from their overseas manufacturing locations.
    - The impact of COVID and the Ukrainian war have increased costs substantially for the valve manufacturers and others.
  - ❖ Northern Colorado Water Conservancy District (Northern) reached an agreement to enable the completion of the valve house.
    - One of the manufacturers was holding the final valve as a bargaining chip to get some level of reimbursement.
    - The amount was not as high as the manufacturer was requesting but still higher than Northern was hoping for.
    - The goal is to have all valves installed prior to the metal building going up around them in late June.
  - ❖ Northern signed a change order extending the completion date by a few months due to the issues with the grouting program for the foundation.
    - The revised schedule results in a very favorable outcome with the final completion still on track for August 2025.
    - Northern had been working with the State Engineer's office to prepare a commissioning/start-up procedure.
    - This will limit the filling of the reservoir to one foot per day.
  - ❖ Northern prepared a 10-year Assessment Projection for each firming participant, excluding order-related costs.
  - ❖ The projection will be very helpful for the District and Barefoot to understand upcoming costs.
- Tours:
  - ❖ Ms. Kaufman questioned the Board regarding the scheduling of another tour to Chimney Hollow overlook this summer.

### Lead Service Line Investigation (LSLI) Update:

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

- Following Board authorization provided on February 15 for the initial budget of \$825,000 to commence Phase I of the LSLI Project, Staff have coordinated and completed the following tasks to date:
  - ❖ Data Sort to Identify Service Line Material (Ongoing).
    - Ms. Tinney offered kudos to District Engineer Brad Eaton's team, particularly Civil Engineer II Robert (Andy) Thomas, for completing the Data Sort.
  - ❖ Coordination with IMEG.
  - ❖ Dashboard Set-Up for Data Retrieval.
  - ❖ Research Available Grant and Loan Funding Options.
  - ❖ Establish Project Team, SharePoint Site, and Regular Coordination Efforts.
  - ❖ Public Bid and Contractor Selection for Potholing Project.
    - Kantex was awarded the contract at \$190,000.
  - ❖ Further Data Sort to Identify Properties for Sampling Pool.
  - ❖ Determination of a System by Region for Property Owner/Contractor Coordination.
  - ❖ Determination of a System/Established Timelines for Public Outreach Efforts.

- ❖ Coordination with WildRock for Public Outreach Efforts to Include:
  - Website Setup.
  - Customer Survey – Coordination with IMEG Re Online Survey/Data Collection.
  - Letter, Postcard, and Doorhanger Communications to Property Owners.
  - Frequently Asked Questions (FAQ) and Script for Customer Service Team.
- ❖ Project Overview and Coordination with Customer Service Team to Include Temporary Team Member (Welcome Arika Mansfield!).
- ❖ Completed First Round of Public Outreach to 106 Property Owners the week of April 8.
- ❖ Outreach was to continue on a rolling schedule, reaching out to groups of 20 plus/minus customers every week.
- ❖ Outreach and potholing are expected to be complete by August 30, 2024. The general flow of communications is:
  - Week 1 - Send out emails and letters indicating that work will be done on-site in 3 to 5 weeks.
  - Week 2 - Send out a postcard indicating work will be done in 2 to 4 weeks.
  - Weeks 2 - 4 – Customers complete the questionnaire giving LTWD time to review and confirm the information provided is adequate. If completed within the 2 to 3 week timeframe customers will receive a \$50 bill credit.
  - Week 4
    - ◇ District locates the service line/pothole locations on the property and puts a door hanger on the home indicating work will be completed within a week.
    - ◇ Utility locates are called in for the location.
    - ◇ Potholing is initially completed by Kantex with District representatives (managing consultant and/or District) managing onsite work and interfacing with the customer.
      - If the homeowner is home, permission is requested to enter if they have not submitted the questionnaire.
      - If entrance is allowed and testing is acceptable for determining "non-lead" customers will receive a \$50 bill credit.
- ❖ Phase I of the LSLI Project will continue for the next six months with conclusion of the first report due to Colorado Department of Public Health and Environment (CDPHE) on October 16, 2024.
- ❖ Staff will continue to provide periodic updates to the Board as the project progresses.

Discussion occurred throughout the presentation, including ways to fund the mandatory investigation as the District does not qualify for grant money.

President McMurtrey called for a break at 6:10 p.m. The meeting reconvened at 6:20 p.m.

Public Hearing: Action Item: Resolutions 2024-11, 2024-12, 2024-13 and 2024-14 Inclusions and Exclusions:

The Public Hearing had been properly publicized. No written objections were received. President McMurtrey opened the Public Hearing at 6:20 p.m. No public was present, and the Public Hearing was closed at 6:21 p.m.

**It was moved by Director Brandt, seconded by Director Szmyd, to adopt Resolution 2024-11 Inclusion (Oldcastle APG), Resolution 2024-12 Inclusions (Barefoot LLC, Lennar Colorado, Quiroz/Almanza), Resolution 2024-13 Exclusions (Boyd Lake Holdings, Burgener), and Resolution 2024-14 Exclusions (High Plains Estate JV, White Range LLC/Gillam). Motion carried unanimously.**

## STAFF REPORTS

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

- District Activities:
  - ❖ The office was closed on the morning of March 27 to have an Emergency Response Training at the Berthoud Recreation Center.
    - Staff reviewed what to do during active shooter scenarios with the assistance of the Larimer County Sheriff's office's Sergeant Williamson.

- Staff also learned more about cybersecurity and received direction on what to do from the District's Information Technology (IT) consultant, Stratus.
- ❖ Water Resources Manager Amanda Hoff and Ms. Kauffman attended a seminar, hosted by the Town of Berthoud (Berthoud) and City of Loveland (Loveland) Chambers of Commerce, on Artificial Intelligence (AI) in business.
  - It was eye opening to see the power and potential consequences of AI in business if used and not appropriately understood.
- District Staffing:
  - ❖ The District is currently looking for a new Global Information System (GIS) Specialist.
    - The position is extremely important to the organization and will be critical to get the expertise needed for the role and the system as it currently sits.
    - Consideration for a talent provider is being evaluated.
  - ❖ The District had not published the opening for the Operations Manager.
    - Staff were evaluating the job description to ensure the duties are appropriate and the successful candidate is ready for the growth that the District has been and will continue to experience.
  - ❖ The District was also going to be advertising for a Customer Service Representative by the end of April.
    - The position was budgeted for this year.
- Other:
  - ❖ The District had been receiving good response to the Allotment postcards.
  - ❖ Director Heiland noted that during a recent tour of the District shop he mentioned the need for updated lighting for safety concerns.
  - ❖ Ms. Kauffman noted a customer had included the District in a lawsuit regarding a dispute over ownership of a water tap.
    - The District was dismissed from the suit by a lower court; however, the customer has taken the case to federal court.

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

- Audit:
  - ❖ Ms. Diekhoff was working with the Adams Group LLC on the 2023 audit.
- EyeOnWater (EOW):
  - ❖ District customers signing up for new EOW accounts continued to increase slightly.

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

- There were six new taps and four Accessory Dwelling Units (ADU) Commitment to Serve Requests for March. The 2024 total was 19 taps and five ADUs.
- Capital Projects:
  - ❖ 14 new easements were acquired for the Northeast Transmission Line project.
    - A few additional easements seemed to be close to finalization.
  - ❖ The Loveland/Campion project was substantially completed early and under budget.
  - ❖ Staff were working with Larimer County to repair a section of 1<sup>st</sup> Street.
  - ❖ The Water System Master Plan and the H2 and RFO Raw Water Infrastructure projects were progressing well.
  - ❖ Director Szymd suggested Mr. Eaton speak with Loveland regarding any projects that may impact the District.
- Development Projects:
  - ❖ The final acceptance of Phase I was issued for Elevation 25.
- Other Engineering Department Activities:
  - ❖ Colorado Department of Transportation (CDOT) was working through edits to the Standard Utility Agreement (SUA) for the Segment 5 impacts to the District.
    - Mr. Eaton expected to see the updates by the end of April.
  - ❖ The GIS position was vacant, and Staff were seeking a senior level replacement.
    - IMEG was to provide interim support.

**Water Resources Manager's Report:** In the absence of Water Resources Manager Amanda Hoff, Water Resources Advisor Nancy Koch reported on the following:

- Northern had announced a 70 percent quota.

- ❖ Northern had considered a lower quote, however many water providers had petitioned for 70 percent.
- The snowpack in all of the basins was good.
- Ms. Koch updated the Board on the Water Court cases.
- Staff were working on a Return Flow Obligation (RFO) agreement with Loveland.
- Cash-in-Lieu (CIL) sales of the Windy Gap water shares purchased by the District were discussed.

**Operations Manager's Report and Water Quality Update:** District Manager Kauffman reported on the following:

- Locate Requests and Leak Repairs were lower than average.
- Monthly Water Quality Report:
  - ❖ Monthly Total Coliform samples were within acceptable parameters.
  - ❖ Disinfection By Products (DBPs) Sampling was expected to occur in May.
  - ❖ There had been no Customer Water Quality works orders in March.
- Project Updates and Notes:
  - ❖ Business Manager Diekhoff noted that all of the Operations Supervisors had stepped up and were assisting with Operations management tasks.
    - Director Martens questioned if any of the Operations Crew had been working to increase their Water Distribution Levels, Ms. Kauffman advised some Staff had enrolled in courses.
  - ❖ A total of 6,370 out of 6,564 valves had been exercised.

## DIRECTOR REPORTS

- President McMurtrey asked Board Members who attended the Northern Water Symposium to express their thoughts on the meeting:
  - ❖ Director Brandt advised he had sat with a Northern Board Member and thought it was interesting the Board Member asked his opinion of what the quota should be set at.
  - ❖ Director Szmyd advised the same Northern Board Member had asked him the same question.
- Director Szmyd questioned District Manager Kauffman what projects Northern will have once the WGFP and Northern Integrated Supply Project (NISP) are completed.
- Mr. Szmyd advised that Loveland had been receiving more questions regarding per- and polyfluoroalkyl substances (PFAS) and fluoride in the water supply.
- Director Brandenburg advised that he will not be attending the May 16, 2024, Board Meeting.

**It was moved by President McMurtrey to adjourn the meeting at 7:10 p.m. Motion carried unanimously.**

Respectfully submitted,

*Amber Kauffman*