

**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, May 12, 2022. Attendance was as follows:

Board of Directors:

Emily McMurtrey, President, Present
Steven Brandenburg, Present
Larry Brandt, Present
Ryan Heiland, Present
Ed Martens, Present
Dennis D. Mutcher, Present
James J. Walker, Present

Staff in Attendance:

Amber Kauffman, District Manager
Angela Diekhoff, Business Manager
Nancy Koch, Water Resources Manager
Judy O'Malley, Recording Secretary

Other Attendees:

Clayton Orback, Little Thompson Water District Engineering Business Support Level II

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 Ed Martens, seconded by Director Steven Brandenburg, to approve the Consent Agenda, including:

- Minutes of the April 14, 2022, Regular Board Meeting,
- Tap List 676,
- April 2022 Disbursements in the amount \$3,045,855.51:
 - **Operating Account: \$2,750,565.96:**
 - ACH Manual Check Numbers 3725 to 3782 – \$1,939,949.92,
 - Check Numbers 10664 to 10718 – \$810,616.04,
 - **Payroll Account: (Two Bi-weekly payroll periods in April) for \$295,289.55:**
 - ACH Transmittal Vouchers O-2158 to O-2169 – \$151,652.57,
 - ACH Direct Deposit Numbers N-11578 to N-11651 – \$143,636.98,
- April 2022 Financial Report,
- Main Line Extension Agreement Amendment (St. Acacius/Ritchie Brothers).

Motion carried unanimously.

Director Brandenburg questioned the purchase of water shares. Discussion followed regarding what type of water was purchased and how water shares are labeled in the District accounting software. Additional questions regarding labeling in the financial reports were addressed.

DISCUSSION ITEMS

Consideration of District Board Officers:

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

The Board should review the board officer and delegate list after the May 3, 2022, election has been certified to see if any changes are desired or needed. The District is required to submit a Transparency Notice annually to the state of Colorado listing updates and the officers by January

15, and subsequently if there are any changes. The current officer positions and delegates to other boards include the following:

- Board President: Emily McMurtrey
- Board Vice President: Steven Brandenburg
- Board Treasurer: Larry Brandt
- Board Secretary: Amber Kauffman
- Carter Lake Filter Plant (CLFP) Delegates: Ed Martens, Steven Brandenburg, Ryan Heiland
- St. Vrain Water Authority (SVWA) Delegate: James Walker

The Board needs to confirm Director James Walker for the SVWA board position to align with SVWA's three-year term.

There were no changes to the Board Officers or delegates.

It was moved by Director Martens, seconded by Director Brandenburg, to appoint Director Walker to the SVWA Board. Mr. Walker accepted the appointment. Motion passed by six aye votes. Director Walker abstained from the vote.

CLFP:

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

- Pretreatment:
 - Burns and McDonnell's (B&M) contract was terminated by CLFP.
 - NoCo Engineering has been working on a Dissolved Air Flotation (DAF) pilot.
 - The delivered pilot had some damage and there was trouble getting it to operate correctly.
 - The vendor gave CLFP three additional weeks with the pilot to compensate for the trouble.
 - The pilot plant had been pushed to the 150% capacity point for a small amount of time, which is still within manufacturer's specifications.
 - The results appeared promising with turbidity levels near 0.30 and a 60% reduction in Total Organic Carbon (TOC) after the filters.
 - The filter run times had also been pretty good indicating 48-72 hour run times after pretreatment with preliminary loading of the filters at 5, 6, and 6.5 gallons per square foot (sq-ft).

Discussion followed regarding the process of DAF versus plate settlers, the chemicals used in the North Plant and the South Plant, and how the DAF process can be run at 150% and still be within manufacturer's specifications. Also discussed was which other water treatment plants were using DAF for pretreatment.

- The official testing began the week of May 2, 2022.
 - The first run was conducted with chemicals used at the north plant.
 - Additional chemicals were going to be tested for the south plant. (Polymers cannot be used at the north plant.)
 - This official testing period will result in a final report that summarizes the test.
 - Preliminary results will be discussed at the CLFP May board meeting but the report will likely not be ready until the June board meeting.
 - After that report is complete, CLFP Manager Rick Whittet will look for design cost and consultant.
- On April 15, 2022, the District sent a letter to Mr. Whittet for consideration of piloting plate settlers per the direction of the District Board. The District Board had concerns that the type of treatment had switched simply based on a cost analysis and some assumptions that may or may not be true.
- Tank Cleaning:
 - The District and Central Weld County Water District (CWCWD) assisted CLFP in cleaning their 5 million gallon (MG) concrete tank.
 - The tank is about 50 years old and there is significant need of rehabilitation to the tank.
 - CLFP had a structural engineer look at the tank and the initial review was it did not look bad, but Staff was waiting for the full report.

- CLFP requested a bid from the company that is coating the District 5 MG steel tank.
 - The tank was returned to service and re-coating may occur in the fall of 2022.
- Dry Creek Reservoir:
 - CLFP staff will begin to continuously pump water from the reservoir for the summer of 2022.
 - The District may receive taste and odor complaints.
- CLFP Chemical Deliveries:
 - CLFP received a chemical delivery of soda ash with ammonia nitrate in it, believed to have been residue in the delivery truck.
- Lead & Copper Testing:
 - Staff have requested Mr. Cook work on reducing the frequency of Lead & Copper testing, however the process will likely take one year.
 - Pretreatment reduces the use of certain chemicals used in corrosion control.

Discussion followed regarding regulations the delivery company is required to follow for cleaning out trucks between shipments, and how CLFP reviews the content of delivered materials.

Director Martens asked Director Dennis Mutcher to introduce himself to the Board.

At 5:55 p.m. President McMurtrey called for a break. The meeting resumed at 6:05 p.m.

St. Vrain Water Authority (SVWA):

District Manager Kauffman presented the following information to the Board:

- Topics included:
 - Update to the progress of the website.
 - A draft purchasing policy included verbiage on when SVWA should go to bid on projects and pricing policies.
 - The draft did not include who would be allowed to sign forms.
 - Ms. Kauffman and President McMurtrey thought formally acknowledging who is allowed to sign forms for the District and CLFP would be good to add to policies for both organizations.
 - Discussion of vendor accounts for chemical suppliers and Information Technology (IT) services.
 - Construction was progressing and SVWA had received the well permit from the Environmental Protection Agency (EPA).
 - The Town of Firestone (Firestone) had their substitute water supply plan approved.
 - That plan allows diversion out of the river and into their reservoir so they have augmentation water to start sending water from their alluvial well to the plant.

Windy Gap Firming Project (WGFP):

District Manager Kauffman presented the following information to the Board:

- Construction progress continued to move forward.
- Colorado River Connectivity Channel (CRCC):
- Northern Colorado Water Conservancy District (Northern) Staff continued to wait for a Finding of No Significant Impact (FONSI) to be issued by the National Resources Conservation Services (NRCS), thereby freeing up additional funds for the full construction of the project and allowing a construction package to be signed.
 - Much of the \$23 Million (M) project was already funded with agreements in front of the Northern Board on May 12.
 - Funding outside of Northern/Subdistrict includes contracts with:
 - Colorado Water Conservation Board in the amount of \$6M.
 - Trout Unlimited from their corporate sponsors in the amount of \$1.7M.
 - Trout Unlimited with National Fish and Wildlife Foundation in the amount of \$225,000.
 - Trout Unlimited with Upper Colorado River Authority in the amount of \$894,000.
 - Grand County in the amount of \$2M.

- Chimney Hollow:
 - Work continues on the main dam plinth and grout program, the portal, the quarry development, and resulting aggregate processing, the asphalt plant set up, and the piping connection to the Bald Mountain Tunnel.
 - The construction of the plinth uses 400-500 cubic yards (Y³) of concrete per week.
 - The onsite crusher has generated nearly 20 tons of aggregate for the asphalt plant.
 - The project is 92% of expected schedule and 84% of expected costs.
 - The change orders outside of the delay costs have totaled \$2.4M on the \$485M project.
 - The contractor has expressed concern regarding the inflation in materials costs and fuel costs for the project.
 - On April 20 Ms. Kauffman attended one of the quarterly partnering meetings on behalf of the WGFP participants.
 - The meeting was an official, hosted discussion to talk at a high level about the successes and challenges of the project.
 - The goal is to generate a safe, successful project for all parties which will be aided by creating an open, trusting communication between the parties.
 - The goal appears to be working well.
 - After the meeting, Ms. Kauffman was able to go on a tour of the site and advised that pictures provided in the Board Packet do not do justice to the site in terms of the amount of dirt disturbed and the scale of the project.
 - Ms. Kauffman advised the Board Members of tour availability.
- WGFP Enhancement Donor Fund Advisory Committee:
 - The Advisory Committee met February 4, 2022, in person.
 - The next meeting was rescheduled for May 20, 2022.
- WGFP Mitigation Enhancements:
 - Additional expenses for environmental mitigation are expected to be required before Chimney Hollow can be operational per the Nutrient Reduction Plan with the Bureau of Reclamation.
 - Work that has been completed so far includes upgrades to the Fraser Wastewater Treatment Plant.
 - More details will be presented as they become available.

Strategic Planning Wrap-Up:

District Manager Kauffman presented the following information to the Board:

The Board and Staff reviewed relevant planning documents for amending the 2018 Strategic Plan priorities and came up with each person's top five priorities. The priorities were grouped and ranked by the number of similar comments and the top issues to be addressed in the next three to five years were Raw Water Supply Planning, and Business Management as it pertains to growth and retention of employees, space for the employees, and succession planning. As a result of this exercise staff propose the following goals for the District in the three to five year horizon:

- In three years have a plan for growth of staff and the necessary office space for those staff.
 - Employee retention.
 - Consider whether the District will have its own water treatment plant at the same location and determine what that location will be.
- Have native waters used in the system.
 - This includes the easement acquisition, infrastructure construction, and substitute water supply plan approved for Consolidated Home Supply shares.
- Plan, document, and begin implementation for use of our wholly consumable waters at SVWA.
- Evaluate, discuss, and recommend other waters suitable for dedication or purchase, treatment, and delivery.
 - Other waters do not include ones currently accepted such as Consolidated Home Supply, Handy Ditch, or Colorado-Big Thompson (C-BT).

The Strategic Plan offers the Board a path to define a vision to ensure the resiliency of the District. This vision will be used 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.

- Among those goals identified above, staff will continue to keep the following priorities and concerns in mind when making decisions:
 - Raw Water Supply Planning:
 - Native Water available for use with infrastructure.
 - Overuse and loss.
 - Supply diversification.
 - Treatment and Transmission:
 - Treatment capacity planning/strategy.
 - Consider new treatment plant without CWCWD.
 - Transmission/distribution master plan.
 - Relationships with Others:
 - Repair and maintain relationship with CWCWD.
 - Business Management:
 - Staffing level needs, succession planning, and potential turnover.
 - Water Rate study.
 - Financial stability.
 - Operations and technology:
 - Building space.

Ms. Kauffman asked the Board for further input. President McMurtrey stated she felt that Ms. Kauffman had done a very good job of pairing down the topics into the top priorities for the Board goals.

Public Hearing: Action Item: Resolutions 2022-17, and 2022-18 Inclusions:

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

It was moved by Director Martens, seconded by Director Brandt, to adopt Resolution 2022-17 Inclusion (Nesch/Zeller), and Resolution 2022-18 Inclusion (Kroeger). Motion carried unanimously.

STAFF REPORTS

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

- Manager's Meeting:
 - CWCWD Manager Stan Linker, CLFP Manager Whittet, and Ms. Kauffman met on May 4, 2022, to discuss pretreatment, the 5 MG tank, and other issues.
 - The pretreatment issues and tank issues were reported above in the CLFP report.
 - There is some preliminary movement on the issue with Filter 23.
 - ◇ Overturf, McGath, & Hull P.C. recommended a tolling agreement.
 - ◇ Any progress with the contractor must be started/notified in June.
 - Mr. Whittet, Mr. Linker, and Ms. Kauffman agreed to move ahead with the request to Colorado Department of Public Health and Environment (CDPHE) to reduce the sampling for Lead and Copper based on the success of the current program.
 - Mr. Whittet will be recommending a retirement bonus program to the CLFP Board similar to the District's program.
 - ◇ Overnight shift work started the first week of May.
 - ◇ One operator is currently working night shifts. One other operator is being trained and taking the operator test to be allowed to work overnight shifts.
 - Mr. Whittet anticipates hiring a project manager later this year.
- Construction Manager at Risk (CMAR) Presentation:
 - BT Construction came to the District offices to give a presentation to Brookfield and the District on the CMAR project delivery method.
 - They also engaged Tanner Randall, of Loveland Water and Power, for testimony of the benefits/risks for the delivery method.

- Brookfield is considering this delivery method for the West I-25 transmission line project in order to expedite the construction of the waterline.
- The engagement of Mr. Randall was very beneficial to the group.
- Obtaining easements had been challenging.
 - A final letter was to be sent to property owners.
 - If easements still could not be obtained an executive session for negotiations would be planned.
- Non-Potable Systems Discussion:
 - Water Resources Manager Nancy Koch, Water Resources Administrator Amanda Hoff, and Ms. Kauffman attended the Highland Ditch Company board meeting on May 3, 2022, to discuss options and impacts of non-potable systems in the Highland Ditch irrigated area.
 - It was a very good meeting and Highland Ditch Company was generally supportive of non-potable systems.
 - Issues to consider include:
 - ◇ Calls for delivery timing.
 - ◇ Carrying rights being separate from the water rights.
 - ◇ And what qualifies as “agricultural” in terms of landscaping.
 - The two entities will continue discussions and reach out with things to consider/work out.
- Brookfield Agreement:
 - The District and Brookfield are working on a revised agreement between the two entities to update references and timelines including for the 24-inch waterline.
 - Staff and Brookfield planned to meet May 1, 2022, to discuss the latest revision.
- Colorado Rural Water Association Annual Meeting:
 - Operations Manager Ken Lambrecht, Senior Water System Operator Ron Beilby, Engineering Business Support Level II Clayton Orback, and Construction Inspector Garey Suits attended the meeting the first week of May.
 - The conference was located in Loveland and was a good way for operators to get their continuing education requirements satisfied.

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

- Election:
 - Preliminary results were available at the time the Board Packet was prepared, with the results being certified the day of the Board Meeting, May 12, 2022.
 - Uniformed and Overseas Citizens Voters Act (UOCAVA) ballots have eight days after the election to arrive at the District, as long as they are postmarked by the close of the Polls (7:00 p.m., Tuesday, May 3, 2022).
 - Election results are certified after the deadline for valid UOCAVA ballots to be received at the District.
 - There were clear winners in Wards 1, 2, and 7, with a tie in Ward 3. The Ballot Question to extend term limits from two full terms to four full terms passed.
 - The District Legal Counsel, Mike Westbrook, advised that the judges would need to recount the Ward 3 votes after the UOCAVA ballot deadline, and if a tie remained the Canvass Board would have to perform a lot drawing to determine the winner.
 - Presumed winners, and both candidates in Ward 3, were emailed a copy of the Board Packet on Friday, May 6, 2022, as well as asked to arrive at the District Office at 3:30 p.m., Thursday, May 12, 2022, to take their Oaths of Office.
 - Oaths must be taken and submitted to the Clerk and Recorder of Boulder, Larimer, and Weld Counties prior to participating in Board Meetings.
 - The certified winners of the election are as follows:
 - Ward 1 – James J. Walker: 70 votes.
 - Ward 2 – Edward M. Martens: 61 votes.
 - Ward 3 – Dennis D. Mutcher: 35 votes.
 - Ward 7 – Larry R. Brandt: 53 votes.
- Special District Association (SDA) Conference:
 - The conference is scheduled for September 13 through 15, 2022.
 - Board Members were advised to notify Recording Secretary Judy O’Malley if they wished to attend the conference.

- Administration (Admin) Meeting:
 - Senior Geographic Information System (GIS) Specialist Joe Robinson gave an hour long training to provide tips and tricks of his mapping tools and the admin staff can benefit from them and how to use them with District customers.
 - Operations Manager Lambrecht and Crew Leader Meter & Facilities Services Troy Nygren also gave a training on the proper way to handle damaged meter pits by builders and homeowners.
 - The goal was to make sure the admin staff consistently handle this type of call, bill the customer properly, and accurately describe how the field crew was involved.
- EyeOnWater Users:
 - There were a total of 892 users out of the 1,158 user goal for 2022.
 - A postcard with information on the Water Shortage Contingency Plan Action Level increasing to Low (Yellow) and the EyeOnWater site was planned to be mailed in May.
- Other:
 - A bill stuffer was sent notifying customers that the Drought Action Level was increasing to Low.
 - Customer service had been receiving multiple customer calls requesting clarification of the restrictions.
 - Ms. Diekhoff asked the Board for permission to make slight changes to wording on the Summary Table, which would not affect the concept or actions, without having to bring the changes before the Board.
 - Board Members responded that would be acceptable.

Ms. Kauffman advised the Board what conditions led Staff to make the decision to raise the Drought Action Level to Low. Discussion followed regarding District water availability, the Northern quota, and watering restrictions.

District Engineer's Report: In the absence of District Engineer Brad Eaton, District Manager Kauffman reported on the following:

- There were 4 Tap Commitment Requests in March. Year-to-date total was 2,349.
- Capital Projects:
 - The western portion of the West 1st Street (St.) project was coming close to completion, and the contractor was expected to move to the eastern portion of the project shortly.
 - Full completion was expected in late June.
 - The preliminary alignment design for the Northeast Transmission Line had been developed.
 - The Twin Mounds project continued to progress.
 - Interior sand blasting and priming continued.
 - Cold temperatures in March and April, 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 had been completed and were in review by Staff.
 - 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.
 - A second use flow monitoring system at Lakeside Canyon in Mead was in progress.
 - On May 2, 2022, the Home Supply Ditch Board voted unanimously to allow the District pump station to be located between Lonetree and Welch reservoirs for District raw water infrastructure.
- Development Projects:
 - Development continued to be active and the inspectors were busy.
 - Mead Village is a development that was approved in 2016 and will need to be updated.

- Staff received a revised commitment request for Turion.
 - The District received an additional 319 units of C-BT water transferred for new developments on May 12.
- Other Engineering & GIS Activities:
 - The proposed Twin Mounds 5 MG Tank vent and hatch had been approved by CDPHE.
 - The West I-25 24” Transmission Line project property acquisition and easement offers were in progress.
 - Three property owners were requiring significant payment.
 - The eminent domain procession process may be required which will require future Board approval.
 - 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.

Director Heiland had questions regarding a new development on Highway 60 and 287. Ms. Kauffman responded that it is a modular, retirement community that was approved in the 1970’s or 1980’s. The developer had enough water for approximately half of the development. Director Brandenburg questioned if the water was dedicated to the District and if the District had use of the water. Discussion followed regarding how water dedications are added to the District’s usable water supplies, the state regulations of what water dedications can be used in what areas, and what Staff need to do to track water accounting to the state.

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

- April water usage demands had increased significantly.
 - The wind had been strong and was drying landscapes, customers had begun irrigating their properties early.
 - With so many new taps coming online in the District over the past few years demand will be increasing.
- Cumulative water use was very close to the projected amount for the 2021 – 2022 water year.
- Ms. Koch advised the Board of the importance to maintain the District’s carryover water supplies as buffer with the deepening drought.
- One of the reasons Staff decided to raise the Drought Action Level to Low was due to the fact that the District is at a point where it will not be able to fill next year’s Carryover storage without reductions in demands.

Discussion followed regarding customer calls coming into the office about the Drought Action Level Chart, and how Staff will enforce the action levels. Business Manager Diekhoff advised the Board that most of the callers seem to be conservative water users. Ms. Diekhoff also noted that having the Board approve the Water Shortage Contingency Plan gave staff the needed backing to enact the plan.

- Dry Creek Reservoir is in the evaporation season.
 - Ms. Koch noted that when Staff look at water supply levels, they need to consider the evaporation caused by wind and heat.
 - Director Heiland asked if the use of Shade Balls to help stop evaporation was an option. Ms. Koch advised that due to the windy conditions at Dry Creek Reservoir the Shade Balls are not a viable option. Ms. Kauffman noted that some water providers are moving to underground storage as a solution.
- Water Court:
 - Ms. Koch advised the Board that she, District Engineer Eaton, and Water Resources Administrator Hoff attended the Consolidated Home Supply meeting where their Board approved the District’s plan to build a pump station on their property.

- The District's Engineering Department can move ahead with the design for the pump station.
 - Ms. Koch reviewed the status of the Consolidated Home Supply and Barefoot Lakes Water Court cases.
 - Ms. Koch commended Ms. Hoff on her stellar work completing her first Water Court case alone.
- The Handy Ditch Company continued work on updates to their bylaws.

Director Brandenburg raised questions regarding the length of time before the District would be able to use the native waters in District supplies. Discussion followed regarding the need to hold diversified water sources, infrastructure to carry the waters and to treat the waters, the District's Strategic Plans for the necessary infrastructure, how the District must accept native waters shares before taking a new case to Water Court, and the process to go through Water Court.

Director Brandenburg requested an Agenda Item be added to an upcoming Board Meeting on the District's policy of accepting native waters that are not available for immediate use by the District. Director Martens questioned if the District must acquire the shares before taking the case before Water Court. Ms. Koch acknowledged that was true and stated once the first cases are complete the next cases will not take as long.

- Ms. Koch advised that the weather forecasters were calling for a hot, dry, windy summer.

Operations Manager's Report and Water Quality Update: In Operations Manager Lambrecht's absence, District Manager Kauffman reported on the following:

- Locate requests had decreased, but leak repairs had increased in the month of April.
- All monthly Coliform were within acceptable parameters. The Lead and Copper sampling were within acceptable parameters. The next Disinfection Byproduct (DBP) 2 sampling period was May 10, 2022.
- Crew Leader Valve Exerciser Alan Cordova was assisting the backhoe crew during the month of April.
- District crews continued the spring fire hydrant maintenance and flushing.

DIRECTOR REPORTS

Director Mutcher had introduced himself to the other Board Members earlier in the meeting. President McMurtrey asked the Board Members to introduce themselves to Director Mutcher.

Director Brandenburg raised additional questions regarding the District's pursuit of a second water treatment plant site. Discussion followed on what actions Staff were taking for a new plan after CWCWD decided not to build a second joint facility with the District.

It was moved by Director McMurtrey, seconded by Director Brandenburg, to adjourn the meeting at 8:05 p.m. Motion carried unanimously.

Respectfully submitted,

Amber Kauffman