

**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, July 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, Absent - *Excused*

Staff in Attendance:

Amber Kauffman, District Manager  
Angela Diekhoff, Business Manager  
Brad E. Eaton, District Engineer  
Nancy Koch, Water Resources Manager  
Ken Lambrecht, Operations Manager  
Holly Sues, Customer Service  
Supervisor/Conservation Specialist  
Amanda Hoff, Water Resources Administrator  
Judy O'Malley, Recording Secretary

Other Attendees:

Josh Cook, P.E. of NoCo Engineering  
Bob Reed, Consultant to NoCo Engineering  
Clayton Orback, Little Thompson Water District Engineering Business Support Level II  
Rhett Scott, Little Thompson Water District Locates Crew

**CALL TO ORDER**

Board President Emily McMurtrey called the meeting to order at 5:31 p.m. followed by the recitation of the *Pledge of Allegiance*.

**ROLL CALL**

**It was moved by Director Bill Szmyd, seconded by Director Larry Brandt, to excuse the absence of Director James Walker. 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 Ryan Heiland, to approve the Consent Agenda, including:**

- **Minutes of the June 9, 2022, Regular Board Meeting,**
- **Tap List 678,**
- **June 2022 Disbursements in the amount \$1,247,479.13:**
  - ❖ **Operating Account: \$943,701.04:**
    - **ACH Manual Check Numbers 3851 to 3919 – \$527,658.86,**
    - **Check Numbers 10764 to 10803 – \$416,042.18,**
  - ❖ **Payroll Account: (Two Bi-weekly payroll periods in June) for \$303,778.09:**
    - **ACH Transmittal Vouchers O-2182 to O-2193 – \$157,076.35,**
    - **ACH Direct Deposit Numbers N-11727 to N-11801 – \$146,701.74,**
- **June 2022 Financial Report.**

**Motion carried unanimously.**

**DISCUSSION ITEMS**

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

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

- **July 4 Outage:**
  - ❖ The afternoon of July 4 a Programmable Logic Controller (PLC) in the South Plant went down due to a digital output card failure.
  - ❖ The outage was short-lived as the plant had one backup card that was used to replace the failed one.
  - ❖ The lead time for a new card is January 2023.

- ❖ CLFP Manager Rick Whittet, Central Weld County Water District Manager Stan Linker, and Ms. Kauffman are concerned about availability of parts and the age of the controls system.
- ❖ Two of the three controls consultants the plant uses were on vacation.
- **Dry Creek Reservoir Water:**
  - ❖ CLFP started using Dry Creek Reservoir water on July 6.
  - ❖ Methyl-Isoborneol (MIB) and Geosmin levels were uncharacteristically low at the end of June.
  - ❖ CLFP planned to test weekly through the City of Loveland (Loveland) lab.
  - ❖ Water quality in Dry Creek is higher in the following categories as compared to Carter Lake:
    - sulfate, alkalinity, conductivity, pH, and hardness.
  - ❖ Discussion returned to using copper sulfate to reduce the algae issues and thereby reduce the MIB/Geosmin levels.
    - Ms. Kauffman asked Mr. Whittet and Josh Cook, P.E. of NoCo Engineering, to do some research on options and to let everyone know how they would like to move forward.
  - ❖ Subsequent to the start of pumping, on July 7, 2022, the surge tank faulted, and pumping stopped.
    - Pumping was scheduled to resume on July 12, 2022.
- **5 Million Gallon (MG) Concrete Tank:**
  - ❖ The final structural report came in for the concrete tank.
  - ❖ The report did not identify any structural issues but did identify some maintenance items.
  - ❖ Scheduling a thorough condition assessment by a qualified precast concrete tank specialty contractor was recommended.
  - ❖ The report also recommended regular inspection and documentation of cracks, inlet and outlet pipes, roof repair conditions, roof railing and ladders.
  - ❖ Separately the 5 MG concrete tank needs a new doghouse over the valve for the inlet on the tank.
  - ❖ The existing structure does not allow easy access and use of the valve.
  - ❖ Mr. Whittet requested a quote for the doghouse and received one for \$18,744.
- **Pretreatment:**
  - ❖ Mr. Cook presented his Dissolved Air Flotation (DAF) pilot system report to the group at the CLFP Board Meeting on Wednesday, July 13, 2022. Mr. Cook, along with Bob Reed, presented the report to the District Board at their meeting on Thursday, July 14, 2022.
    - The objectives of the pilot program were to:
      - ◇ Improve overall finished water quality.
      - ◇ Increase production of the South Plant, and if possible, increase production at the North Plant.
      - ◇ Increase run times of the mixed-media filters at the South Plant, and increase run times, and clean-in-place intervals, on the membrane modules at the North Plant.
      - ◇ Increase removal of total organic carbon (TOC), which will lower the disinfection byproduct (DBP) levels.
  - ❖ Mr. Cook and Mr. Reed reviewed the operation of a DAF system, the results of the pilot test, and answered questions from the Board Members.
  - ❖ Mr. Cook's recommendation was to construct a 30 Million Gallon a Day (MGD) DAF pretreatment plant with three trains of 10 MGD each.

Discussion followed regarding how the DAF system will help increase water production, as well as the need to determine where a second treatment plant should be constructed.

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

District Manager Kauffman presented the following information to the Board:

- SVWA had a board meeting on June 13, 2022, and a subsequent meeting June 17, 2022.
- The July 11, 2022, meeting was cancelled.
- Following is a summary of the meeting on June 13, 2022, and email update on construction from David Lindsay:
  - ❖ The SVWA Board reviewed and adopted purchasing policies to give direction for the procurement of goods and services for SVWA Staff and Board.
  - ❖ The SVWA Board also reviewed work orders for CorKat for firewall purchases, laptop purchases, and low voltage wiring.
    - The firewall purchases work order was not approved and was deferred to a special meeting that was held on June 17, 2022, due to duplicative information from a prior work order.

- The other two work orders were reviewed and approved unanimously.
- ❖ The SVWA Board had an update on the website, vendor account set up, and building and site security.
  - The SVWA Board decided to request CorKat provide a work order to address site security.
- ❖ The SVWA Board decided to continue to have meetings at the Town Hall instead of the plant due to access issues.
- ❖ Most of the SVWA vendor accounts have been set up.
  - SVWA Staff are waiting on a few W-9 forms.
- ❖ SVWA is paying taxes on materials as the State has not issued the tax-exempt ID.
- ❖ The update on the construction of the plant is as follows:
  - The SVWA facility will need a temporary certificate of occupancy (CO) in order to allow delivery of chemicals.
    - ◊ The fire department is requiring this temporary CO.
  - The SVWA facility is near completion with mid-August being the current target.
  - Startup will take four to six weeks.
    - ◊ Delivery of treated water is now not expected until the end of September at the earliest.
  - Permanent power is at the building, they were previously working on temporary power service.
  - The exterior work that remains are the controls for the injection pump/well.
  - The Authority was issued the letter from the Environmental Protection Agency (EPA) allowing injection.

President McMurtrey called for a break at 6:55 p.m. The meeting resumed at 7:08 p.m.

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

District Manager Kauffman presented the following information to the Board:

- **Colorado River Connectivity Channel (CRCC):**
  - ❖ The National Resources Conservation Services (NRCS) is obtaining official approval signatures for their design review of the project.
    - After the design review is complicated full funding will be in place for the current budget.
  - ❖ The NRCS is funding approximately 54% of the total project costs.
  - ❖ Northern Water Conservancy District (Northern) has issued an early construction work notice to proceed.
  - ❖ Due to the delay from NRCS it is likely the work will extend into 2023 and add cost to the project.
- **Chimney Hollow:**
  - ❖ The project continues to fall within the early completion schedule.
    - This means the critical path items are on schedule.
  - ❖ The general excavation of the dam resulted in more than budgeted rock excavation and less than anticipated general excavation.
    - This has caused an overall budget overrun of \$5 to \$10 million (M).
    - The contingency fund was originally \$49 M, but the delays and current change orders have left approximately \$26 M prior to dealing with the rock overrun issues.
  - ❖ The dam excavation is 70% complete.
    - The quarry and aggregate processing plant are ready to begin producing aggregate for the asphalt and for the dam embankment.
  - ❖ The downstream portal construction has approximately 200 feet (ft) of the 600 ft completed.
  - ❖ The Bald Mountain Tunnel connection valve was to be installed on July 6.
  - ❖ The valve house foundation and floor construction is underway.
  - ❖ The project hosted a community day for the neighbors to air any issues regarding the construction.
    - The event was well attended and there were very few complaints.
    - The anticipated traffic issues appear to not be a problem.
- **WGFP Enhancement Donor Fund Advisory Committee:**
  - ❖ The Advisory Committee met on May 20, 2022.
  - ❖ The meeting produced progress on the establishment of criteria for funding of projects.
  - ❖ There is no clear way to engage the participants in the review process in a timely manner but Northern will continue to define how this can be accomplished.

- **WGFP Mitigation Enhancements:**
  - ❖ The Nutrient Reduction Plan was submitted to the Bureau of Reclamation on June 30 for their review.
  - ❖ There are several ideas that Northern has to assist in mitigating nutrient loading into the three lakes system (Grand Lake, Shadow Mountain Lake, and Granby Lake).
  - ❖ Northern is hoping to have a feasibility level cost estimate for improvements to wastewater plants to assist in the nutrient reduction by the end of the year. Tour:

**Action Item: Motion to Approve: Resolutions 2022-19, 2022-20, 2022-21 Inclusions and Exclusions:** President McMurtrey opened the Public Hearing. There were no public comments, and the Public Hearing was closed.

**It was moved by Director Heiland, seconded by Director Szmyd, to adopt Resolution 2022-19 Inclusions (1270 Boston LLC, Brace, Craig, Foster), Resolution 2022-20 Inclusions (Boyer, Calhoun, Collazo, Hovey, Orr/Vergara), and Resolution 2022-21 Exclusions (Ague, Ryan Gulch Ranch LLC). Motion carried unanimously.**

**Request to Fund Improvements at Larimer County Road (LCR) 8 and LCR 21:**

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

- **Project Background:**
  - ❖ Larimer County has recently announced plans to reconstruct the intersection of LCR 8 & LCR 21 with a traffic circle (roundabout) intending to improve intersection safety.
    - The large and increasing number of accidents at this intersection has motivated the County to pursue a very aggressive schedule
    - Their desire to begin reconstruction of the intersection is as early as this fall.
  - ❖ Utility owners in the area are being required to relocate their infrastructure as soon as possible.
  - ❖ The District's infrastructure at this intersection is predominantly asbestos cement (AC) pipe dating back to 1964.
    - The District has 6-inch AC waterlines on the north, south and west, along with a relatively new (2017) PVC waterline to the east.
    - In addition, a small 1 and 1/2-inch waterline currently serves five homes to the west.
  - ❖ The best solution would be to replace the aging AC waterlines, along with transferring the existing five services to a suitable mainline.
    - With the current escalated costs for materials and labor, full replacement costs could reach \$500,000 - \$600,000.
  - ❖ Staff is evaluating various options on how best to move forward which may include:
    - Do nothing with the exception of removing the existing fire hydrant on the northwest corner of the intersection.
    - Leave the existing AC mainlines in place, relocate the existing fire hydrant, relocate various valves to a more suitable location and transfer the existing five residential services to the adjacent 6-inch AC main.
    - Full replacement of approximately 2,200 ft of existing 6-inch AC mainline, along with the transfer of the existing five services to a new main.
  - ❖ Staff has engaged a consultant to prepare design documents, beginning with a budget level cost estimate to aid in the decision process regarding how best to proceed.
    - The consultant will not proceed beyond the cost estimate if full replacement is not the chosen option.
- **Staff Request:**
  - ❖ The reconstruction of the subject intersection by Larimer County was unknown until recently and therefore not budgeted for 2022.
  - ❖ It is prudent to consider replacement of aging AC infrastructure when opportunities arise.
    - Traffic circles pose unique challenges with valve placement and access, access for repairs, along with additional concrete and landscaping features inherent to a traffic circle, making future waterline repairs substantially more expensive.
  - ❖ Staff requests Board approval to allocate funds up to \$600,000 for District infrastructure improvements at the subject intersection, as deemed warranted by Staff through the evaluation of various project options including full replacement.

Following discussion, **it was moved by Director Heiland, seconded by President McMurtrey, to authorize Staff to budget up to \$600,000 to be able to choose the best option for the project. The motion failed with three aye votes and three nay votes.**

Following further discussion, **it was moved by Director Steve Brandenburg, seconded by Director Szmyd, to budget for the second option of only replacing as much District equipment as is required. The motion passed with four aye votes.**

#### Over-User Contact Letters:

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

- Samples of letters that District Conservation Specialist Holly Suess had been sending to customers that use more than their allotment of water were presented to the Board in the Board Meeting Packet.
  - ❖ When District Customer Service Representatives (CSRs), through some form of contact, notice a customer is over-using they notify Ms. Suess.
  - ❖ Ms. Suess then begins the education process regarding allotments by reaching out to the customers through different forms of communication.
- Following are the types of contact letters that are sent:
  - ❖ When Staff receive notice from a title company that a customer is selling their property and a new owner is purchasing the property the account is reviewed. If there is a history of over-use Staff send an Acknowledgement of Annual usage letter along with the Domestic Water Agreement (DWA) to the title company for the new owners to sign and return to the District. Along with this notice, the new customers will receive a new homeowner packet in the mail/email that explains their allotment, Eye on Water, and payment options.
    - A Notice of Annual Allotment was sent out to one customer who had originally signed the Acknowledgement of Annual Usage at time of closing. Ms. Suess has made numerous attempts to reach the customer by calling and emailing them without getting any type of response or changes in their habits. This form is sent to notify the customer that if they continue to exceed their water allotment for two executive years, there are options to become compliant.
  - ❖ If Staff receive notice from either a District Employee or an individual reporting a customer is violating the Watering Restrictions a Water Restriction Notice is sent out to make sure they are aware of the restrictions and then if the customer is still not complying another warning is sent out. Both forms have a reminder of the annual water allotment.
  - ❖ The final form presented was an Allocation Assignment form. This form is used when a customer has decided to adjust their annual water usage, and/or upsize their tap size, by either paying cash-in-lieu or has dedicated raw water rights.

Discussion followed regarding the wording of each form letter, modifications as needed per case; the responsibility of Board and Staff to educate customers, Homeowners' Associations (HOAs), and developers on water conservation; the responsiveness, or lack thereof, from customers in regard to the letters; and what consequences need to be added into the Rules and Regulations to give Staff support in dealing with customers who do not comply.

#### Water Dedication and Obligated Demand:

Water Resources Manager Nancy Koch, and Water Resources Administrator Amanda Hoff presented the following information to the Board:

- The District accepts ditch water shares and Windy Gap units for dedication that do not immediately provide a water supply to the District.
  - ❖ The Water Court process, infrastructure needs, and demand development delay when the water supply will come online.
  - ❖ New water sources can take five to 15 years to bring online.
  - ❖ In addition, the District has accepted ditch shares that cannot be used in its water system, giving water credit with no associated water supply.
  - ❖ As the District provides water credit for these sources that can be used to meet the raw water obligation for new taps upon dedication, new demand can come online before there is water to serve it.
    - This is referred to as obligated demand.
  - ❖ While some dedication sources create obligated demand, Colorado-Big Thompson (C-BT) units dedicated for new developments provide water upon dedication for a demand that may not come online for two or more years.
- Ms. Koch and Ms. Hoff presented an overview of the obligated demand and pre-dedicated water to demonstrate the balance of water supply available as developments build out.

Discussion followed regarding how the Northern quota affects water dedications, the possibility of the District accepting other sources of water and the process of being able to deliver the water into the District supply, the process of getting Second-Use water online, the risk of C-BT shares coming from the West Slope, and the current effects to the District of how water dedications were credited in prior years.

## STAFF REPORTS

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

- Regional Water Strat Op Work Session:
  - ❖ On June 24, 2022, Ms. Kauffman attended the work session on behalf of the District.
    - The group decided to stay under the umbrella of the Community Foundation for an organizational structure.
    - The work focusses of the group shifted to determining the approximate water demands of the region and hiring a consultant to do so.
    - Then to determine the available water sources in the region to help assess if there is a water supply shortage.
    - The goal of the work would be to better inform community councils and boards as to the ability to accommodate the growth in the area and what the constraints of that growth need to address.
    - There has been widespread concern for the ability of the water providers to serve development that is in progress or in the future.
- Water Literate Leaders:
  - ❖ Ms. Kauffman asked If any Board Members were interested in learning more about Colorado water issues from all angles including from agriculture, urban, environmental, recreation and business perspectives.
    - Ms. Kauffman requested interested Board Members consider applying to be a Water Literate Leader of Northern Colorado through the Colorado Water Center at Colorado State University.
    - The non-partisan program is targeted to those who are or want to be part of an elected board, commission, or other office which impact regional water policy.
- Chimney Hollow Tour:
  - ❖ All Directors and District Managers were approved for an August 17, 2022, tour of Chimney Hollow.
- Employee Appreciation Event:
  - ❖ The District is hosting a Casino Night at City Star Brewery for employees and one guest on July 29, 2022, at 5:00 p.m.
  - ❖ A room has been reserved at the brewery and a live band will be playing.
  - ❖ Georgia Boys BBQ will cater the food.

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

- Audit:
  - ❖ The lead auditor working on the District 2021 Audit is no longer with BDO USA, LLP.
    - Eryn Tolooee, who was the lead auditor for the District in the past, has been assigned to complete the audit.
  - ❖ Staff have filed for an extension with the state and will present the final audit at the August Board Meeting.
- Rate Study:
  - ❖ A Request for Proposal (RFP) has been loaded to BidNet.
    - The deadline for questions was July 7, 2022; no questions had been received.
    - Closing date for bids is July 21, 2022.
      - ◊ 15 companies had downloaded the RFP at the time the report was prepared.
    - Final consultant selection and project award was expected by August 3, 2022.
    - Completion date for the study was slated for January 20, 2023.
- EyeOnWater Users:
  - ❖ There were a total of 1,194 users out of the 1,158 user goal for 2022.
    - Goal met!

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

- There were no new Tap Commitment Requests in June. Year-to-date total remained at 2,387.
- Capital Projects:
  - ❖ The western portion of the West 1<sup>st</sup> Street (St.) project had been completed, and the contractor was moving to the eastern portion of the project.
  - ❖ The preliminary alignment design for the Northeast Transmission Line had been developed.
    - The next steps involved easement discussion with property owners.
  - ❖ The Twin Mounds project continued to progress.
    - Interior sand blasting and priming of the ceiling were complete and efforts were now focused on the walls and floor.
    - Significant corrosion in the ceiling structure delayed the overall schedule.
    - Completion of the project and the filling of the tank was expected by August.

- ❖ The Loveland/Campion Conversion Project 60% design drawings had been completed and were under final 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 with the construction beginning in the last quarter of 2022 and project completion in 2023.
- ❖ A second use flow monitoring system at Lakeside Canyon in Mead is in progress.
- ❖ Weld County was to relocate approximately 1,250 feet of 12-inch waterline to accommodate the widening of the Weld County Road (WCR) 54 Bridge at the Thompson River.
  - Project costs will be reimbursed by Weld County.
  - The design agreement with Weld County is in place and the design has begun.
- ❖ The next steps for the Raw Water Infrastructure, to capture and convey native water for treatment, are to develop the RFP for design services.
- **Development Projects:**
  - ❖ Development continued to be active and the inspectors continued to be busy.
    - Many developments were under construction.
    - Engineering Business Support Level II Clayton Orback had been training with the inspectors and assisting where needed in the field.
  - ❖ The final acceptance for Phase 1A of St. Acacius had been issued.
  - ❖ Offsite utilities had been completed for the Range View Estates and the contractor had begun installation of onsite utilities.
    - A non-potable irrigation system was in review.
  - ❖ The initial review of a non-potable system water supply plan for Meadow Ridge had been completed and the preliminary plat had been approved.
  - ❖ A revised Commitment Letter had been issued for 1,060 taps to be served by the District in the Turion development.
- **Other Engineering & GIS Activities:**
  - ❖ Staff were engaged spending a lot of time on the Interstate 25 (I-25) 24 inch transmission line easement acquisitions.
  - ❖ The CDOT repairs to the 42-inch Air Release Valve (ARV) gaskets were complete and the transmission line was back in service.
    - Colorado Department of Transportation (CDOT) will replace the damaged ARV vault lids.

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

- Ms. Koch and Ms. Hoff had approved the first non-potable irrigation system.
  - ❖ Water dedication was required for the shoulder months.
- June water usage demands had been slightly lower than projections.
  - ❖ The District remained in the Low (Yellow) Level of the Water Contingency Plan Action Level as the difference was not enough of a buffer for the continuing hot dry weather.
    - Mr. Eaton noted that the watering restrictions were giving the District time to complete the Twin Mounds project.

Discussion followed regarding how the watering restrictions were helping with supply and demand, and how District water usage has decreased slightly on Fridays.

- Cumulative water use was very close to the projected amount for the 2021 – 2022 water year.
- The Dry Creek Reservoir evaporation rate was very high.
- **Water Court:**
  - ❖ Ms. Koch advised that Staff had received well over 100 questions in the Home Supply case.
    - Staff were extremely busy compiling responses before the deadline.
  - ❖ The Barefoot Lakes case had been settled.
  - ❖ Staff have been working with Handy Ditch to create a clear path forward to bring the case to Water Court.
- The Seasonal Outlook report continues to predict above average temperatures and below average precipitation for Northern Colorado.

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

- Locate requests were high and leak repairs were normalizing.
- All monthly Coliform were within acceptable parameters. The next Lead and Copper sampling period was tentatively scheduled for November. The next Disinfection Byproduct (DBP) 2 samplings were scheduled for August.

- Crew Leader Valve Exerciser Alan Cordova had exercised 4,587 out of a total of 6,046 valves.
- Director Szmyd questioned if the District keeps additional materials on hand. Mr. Lambrecht replied that the Staff have an adequate inventory on hand and occasionally purchases material ahead of price increase.

## DIRECTOR REPORTS

Director Szmyd advised the Board that the Colorado House passed House Bill (HB) 22-1151 Turf Replacement Program to encourage people to lessen the turf in landscaping.

Director Martens noted that his daughter recommended a book about the importance of beavers to the watershed. He also mentioned that he heard of a proposed plan to move water from the Mississippi River to the Colorado River.

Director Brandt noted that the Buc-ees gas station that is planned to open at Highway 60 and I-25 will have 119 gas pumps. He also noted that a large herd of cattle suddenly disappeared from a dairy at Colorado Boulevard and WCR 50.

**It was moved by Director Szmyd to adjourn the meeting at 9:29 p.m. Motion carried unanimously.**

Respectfully submitted,

*Amber Kauffman*