

**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, September 21, 2023. 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  
Amanda Hoff, Water Resources Administrator  
Kammy K. Tinney, Business Project Manager  
Judy O'Malley, Recording Secretary

Other Attendees:

Clayton Orback, Little Thompson Water District Engineering Technician I

**CALL TO ORDER**

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 Steve Brandenburg, seconded by Director Larry Brandt, to approve the Consent Agenda including:

- Minutes of the August 17, 2023, Regular Board Meeting,
- Tap List 692,
- August 2023 Disbursements in the amount \$1,251,880.16:
  - ❖ Operating Account: \$759,794.18:
    - ACH Manual Check Numbers 4785 to 4860 – \$334,092.90,
    - Check Numbers 11446 to 11708 – \$425,701.28,
  - ❖ Payroll Account: (Three Bi-weekly payroll periods in August) for \$492,085.98:
    - ACH Transmittal Vouchers O-2360 to O-2376 – \$233,573.07,
    - ACH Direct Deposit Numbers N-12838 to N-12945 – \$258,512.91,
- August 2023 Financial Report,
- Accessibility Policy Update.

Motion carried unanimously.

**DISCUSSION ITEMS**

Appointment of Budget Officer:

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

- Statute requires that the governing body of each local government shall designate or appoint a person to prepare the budget and submit the same to the governing body on or before October 15 of each year, pursuant to Sections 29-1-104 and 29-1-105, C.R.S.
  - ❖ While statute requires “a person” at a minimum the Board may appoint a committee or group if so desired.

- ❖ Section 203.3 of the District's Rules and Regulations designates the District Manager as responsible for preparation of the annual budget.
- ❖ Strict compliance with statute requires the Board to annually appoint the Budget Officer (or committee or group) to prepare the District budget for consideration by the Board.

Following discussion, **it was moved by Director Brandenburg, seconded by Director Bill Szmyd, to appointment of District Manager Amber Kauffman to serve as Budget Officer for preparation of the 2024 Budget per Section 203.3 of the Little Thompson Water District Rules and Regulations. Motion carried unanimously.**

#### 2024 Budget review, Proposed Capital Projects, and Non-Operating Expenses:

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

- A summary of the proposed District capital expenditures for 2024 along with the five-year capital expenditure forecast.
- The 2024 expenditures include the typical construction projects for the District and joint projects for Carter Lake Filer Plant (CLFP) as provided by CLFP Staff.
- The capital budget also includes the ongoing vehicle and equipment purchases.
- The five-year capital expenditure forecast includes projects and expenses based on current needs anticipated by Staff for improvements and replacements along with additional budget for projects yet to be defined.
- The list and general description of District capital projects for 2024 is as follows with the five-year expenditure forecast following the 2024 list:
  - ❖ Projects Continuing in 2024 Funded by Bonding:
    - Northeast Transmission Line:
      - ◇ New transmission line along Larimer County Road (LCR) 16 connecting the Twin Mounds storage tanks on the west of Interstate-25 (I-25), along with infrastructure upgrades east of I-25, to supply the northeast quadrant of the system with additional pressure and flow.
      - ◇ This transmission line will also provide redundant west to east supply when other supply lines require maintenance or repair.
      - ◇ Project was delayed in 2021 due to Colorado Department of Transportation (CDOT) and final plans for the interchange at I-25 and LCR 16.
      - ◇ Pipe cost increases since this project was originally budgeted have added \$3 million (M) to the project.
    - Loveland Campion Conversion, Project One:
      - ◇ As a part of a 2020 Intergovernmental Agreement (IGA) with the City of Loveland (Loveland), the District became the service provider for approximately 130 customers who were Loveland customers.
      - ◇ Some of the waterlines and services that will now be maintained and served by the District are at the end of their useful life and require replacement.
      - ◇ This project will replace select mainlines, service lines, and meter pits.
      - ◇ Project design and bidding is complete.
      - ◇ A contractor has been selected with work beginning in late September and is expected to be completed by the end of June 2024.
  - ❖ 2024 Projects Not Funded by Bonding:
    - Supervisory Control and Data Acquisition (SCADA) Telemetry System Upgrades:
      - ◇ Replacement and upgrades to aging equipment and software.
      - ◇ Implementation of the 2020 SCADA master plan and the addition of various new systems as needed.
      - ◇ The use of cell service will continue to be evaluated in place of the current radio-based telemetry.
    - County Road Improvements:
      - ◇ For the currently unknown road projects that impact District waterlines.
    - Small Line Improvement Projects:
      - ◇ For upgrades to waterlines and associated facilities that are determined to be problematic to the overall operation of select parts of the system.
    - New Service Connection Expense:
      - ◇ Capital cost budget item is offset by a portion of tap fees paid by others.

- Office Furniture and Equipment:
  - ◇ Furniture and computer equipment for new staff along with miscellaneous updates to various existing office assets.
- Vehicles and Equipment:
  - ◇ Ongoing budget item for replacement of aging vehicles, along with new vehicles for additional staff, new mini excavator, a second pothole machine for the State mandated lead service line inventory project as well as other associated miscellaneous equipment.
- Dry Creek Floating Photovoltaic Study:
  - ◇ Feasibility study for the use of floating solar panels on Dry Creek to generate electric power or hydrogen gas.
  - ◇ This project is out to Request for Proposal (RFP) and may carry over into early 2024.
- Botterill System Modifications:
  - ◇ Modifications and upgrades to existing infrastructure that are currently inaccessible within railroad right of way near the intersection of Weld County Road (WCR) 54 and 15 and a half.
  - ◇ This project is being carried over from 2023 due to delays with permitting from the railroad.
- 3rd and Welker:
  - ◇ The Town of Mead (Mead) plans to make substantial improvements to their primary intersections located at WCR 34 (Welker) and WCR 7 (3rd).
  - ◇ The intersection upgrades will require the existing District control vault on the northwest corner of the intersection to be relocated.
  - ◇ This project is being carried over from 2023 due to delays imposed by Mead.
- Twin Mounds Passive Mixing System:
  - ◇ Replace the existing active mixing system that requires power and maintenance with a passive system that will utilize the existing hydraulic forces for mixing.
- Twin Mounds Exterior Cathodic Protection:
  - ◇ During the recent tank rehabilitation project, the District's steel integrity inspector recommended the installation of an exterior cathodic protection system to further protect the steel floor that is in contact with the ground below.
- Buckhorn Tank Mixing System Study:
  - ◇ An analysis to determine system and tank modifications to enhance mixing at the Buckhorn tank during winter operations.
- Security Lighting and Cameras at Tank Sites:
  - ◇ Enhance security at all tank sites with solar powered, motion activated lights and cameras.
- Office Remodel:
  - ◇ Improvements to the hallway between the front office and the east addition along with new offices for future staff.

Questions and discussions occurred throughout the presentation for Board clarification on the District's needs.

#### CLFP:

District Manager Kauffman presented the following information to the Board:

- CLFP is operating in a deficit due to low revenue.
  - ❖ Both the District and Central Weld County Water District (CWCWD) will be billed.
- Projects:
  - ❖ The CLFP Board approved a one-million-gallon per day (MGD) pump be installed to enable CLFP Manager Rick Whittet pump water from Dry Creek Reservoir year-round.
  - ❖ A bird caused an outage on the Poudre Valley Rural Electric Association (PVREA) power lines disconnecting power to the North Plant.
    - The generator went on, but only ran for one hour.
    - The North Plant was shut down for a few hours until PVREA could make their repairs.
  - ❖ Director Brandenburg referred to his request that Josh Cook, PE of NoCo Engineering, give the District Board a presentation on the pretreatment project.

- It was decided that it would be better to wait a few months until the plans are more solidified.
- Ms. Kauffman will discuss a later date for the presentation with Mr. Cook.
- ❖ Ms. Kauffman discussed a Joint Board meeting with CWCWD District Manager Stan Linker and Mr. Whittet.
- ❖ Director Ed Martens questioned if CLFP Plant Superintendent Darrell Larson had started his position of Project Manager. Ms. Kauffman believed that he had started.
- ❖ SCADA Equipment Upgrades:
  - Three SCADA software programs on two computers, along with the computer software, need to be upgraded.
  - The CLFP Board agreed the equipment should be purchased as soon as possible.
- ❖ The generator at the South Plant was evaluated and rated high enough that a new generator will not need to be purchased for the Dissolved Air Flotation (DAF) system.

President McMurtrey called for a break at 6:13 p.m. The meeting resumed at 6:25 p.m.

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

District Manager Kauffman presented the following information to the Board:

- Ms. Kauffman and Director Jim Walker attended the meeting via Zoom as they were attending the Special District Association (SDA) Conference in Keystone, Colorado at the time of the meeting.
- The Town of Firestone (Firestone) Staff and Dave Lindsay had begun the budgeting process for 2024.
  - ❖ Currently no capital was budgeted, however, Ms. Kauffman felt some of the expenses shown as operating will be switched to capital based on conversation in the meeting.
- The SVWA Board had an executive session presentation to discuss the water plant security systems.
- SVWA was working on a contract for controls service and support.
  - ❖ The vendor that SVWA had do the installation did a good job but is connected to the contractor and the relationship with the contractor is not good.
  - ❖ Therefore, SVWA is looking for other options.
- SVWA and Firestone are still having trouble getting the contractor to finish the project.
- Firestone has begun conversations with the bonding company.
- SVWA has been delivering a small amount of water.
- Director Martens noted that if SVWA is using chlorine dioxide they have to run three additional tests everyday to the finished water, however he did not see the equipment to run those tests at the plant.

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

District Manager Kauffman presented the following information to the Board:

- Windy Gap Operations Subcommittee:
  - ❖ Ms. Kauffman and Water Resources Administrator Amanda Hoff continue to attend these meetings.
- Windy Gap Deliveries:
  - ❖ As of September 1, 2023, there was 10,627 acre-feet (ac-ft) of Windy Gap pumped water delivered and 1,674 ac-ft of Windy Gap water delivered during the spill timeframe.
    - This was out of an estimated need of 37,100 ac-ft by all owners.
  - ❖ Other Windy Gap water has been delivered as "in-lieu" by using Colorado-Big Thompson (C-BT) water and exchanging it for Windy Gap to gain the wholly consumable water.
    - So far in 2023 6,668 ac-ft has been delivered in this manner.
- Colorado River Connectivity Channel (CRCC):
  - ❖ An image taken by a drone, in August 2023, showed the amount of work that had been happening along the Windy Gap reservoir and Colorado River Connectivity Channel.
    - The new embankment and new channel showed significant improvements.

- ❖ Another image illustrating the construction of the connectivity channel showed the placement of vegetation and debris for fish habitat and rocks for the streambed.
- Chimney Hollow:
  - ❖ Weather had affected the production at Chimney Hollow and resulted in a nearly two-week delay in estimated completion.
    - Crews had been working 24 hours per day, six days per week to try to get ahead.
  - ❖ Grouting continued to impact schedule as did the embankment fill at the current location.

[Public Hearing: Action Item: Resolutions 2023-22, 2023-23, and 2023-24 Inclusions and 2023-25 Exclusions:](#)

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

**It was moved by Director Szmyd, seconded by Director Ryan Heiland, to adopt Resolution 2023-22 Inclusion (Fleming/Towers), Resolution 2023-23 Inclusions (4231 S Arthur Trust, Woods), Resolution 2023-24 Inclusions (Central Garden & pet, Goodman/Fuentes), and Resolution 2023-25 Exclusions (Gabriel, Ludlow/Smilin 11/Cowles, Reichert Trust, WWW Properties). Motion Carried unanimously.**

## STAFF REPORTS

[District Manager's Report: District Manager Kauffman reported on the following:](#)

- News:
  - ❖ The district had a winning bid for one unit of Windy Gap water.
    - There were several bids for the Windy Gap water, but none were for all five units.
  - ❖ The contract and payment details will be finalized in the next several weeks.
    - Staff planned to make the Windy Gap water and the Home Supply water the District purchased available to developers at the start of 2024 at then current cash-in-lieu (CIL) pricing.

Discussion was held regarding where the water can be used throughout the District and that any developer can buy the water as they are purchasing water credits, as well as the costs to the District for native water infrastructure and how that will be recouped when selling water to developers.

- Meeting Summaries:
  - ❖ On August 31, Business Manager Angela Diekhoff and Ms. Kauffman met with representatives from Adams Bank to discuss the relationship with the District and their security situation.
    - It was a great meeting leaving Ms. Diekhoff and Ms. Kauffman with a good sense of comfort to continue banking with Adams Bank.
  - ❖ On August 31, Staff met with Town of Berthoud (Berthoud) Staff to discuss opportunities to move ahead with considerations for Return Flow Obligations (RFOs).
  - ❖ On September 5, Staff met with Loveland Staff to continue conversations regarding RFOs.
    - Both parties are contributing to the long-term success of the other.
  - ❖ Brookfield and Staff met on September 7 to discuss several items:
    - The current cost of the transmission line.
    - The schedule in which Brookfield believes they will sell homes.
    - The WGFP schedule and costs.
    - The District's new taps.
    - There was a good conversation, and Ms. Kauffman was hopeful Brookfield is on the path for the participation in the repayment for the transmission line.
  - ❖ Director Walker and Ms. Kauffman attended the SDA Conference September 12 to 14.

- Sessions were focused on Human Resource (HR) topics, employment law, generational differences, and fire and metropolitan district issues.
- There was some good information to pull from the presentations.
- Some important ones were tied to employee handbook items, employee wellness, and how to engage employees at varying ages and perspectives.
- ❖ CWCWD District Manager Linker, CLFP Manager Whittet, and Ms. Kauffman planned to meet on September 18 at CWCWD offices to discuss a variety of topics.
- Anticipated October Board Meeting Topics:
  - ❖ 2024 Proposed Budget.
  - ❖ 2023 Budget Amendment.
  - ❖ New Waters Series – Episode One.
- Ms. Kauffman presented a quarterly update of District Goals.

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

- Office Update:
  - ❖ Budget Season:
    - September 21, 2023 - District Engineer Eaton presented the Capital Budget.
    - October 19, 2023 - Rough draft for guidance.
      - Supplemental Budget for water purchases.
    - November 16, 2023 - Review and Final Approval of Budget, if accepted.
    - December 14, 2023 - Final Approval of Budget, if needed.
      - Mill Levy Certifications for all three Counties.
- Eye on Water (EOW):
  - ❖ District customers signing up for new EOW accounts continued to increase slightly.

Discussion was held on additional ways to have customers create accounts, or for Staff to monitor leaks and notify customers.

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

- There were 11 Tap Commitment Requests for August. The year-to-date total was 59.
- Capital Projects:
  - ❖ CR Land Service continued to negotiate easement offers with property owners for the Northeast Transmission Line.
    - Four of 21 easements had been secured.
  - ❖ The Twin Mounds 5 MG tank interior coating was completed, and the tank had been disinfected and filled.
    - The exterior coating was expected to be completed by the 3<sup>rd</sup> week of September.
  - ❖ The Loveland/Campion project had been awarded to Timber Wolf Excavating.
    - The project was scheduled to begin September 18.
  - ❖ The 54 Bridge Waterline Relocation project bids were received and Engineering Staff were evaluating.
  - ❖ The RFP is out to evaluate the feasibility of installing photovoltaic panels on Dry Creek Reservoir for hydrogen or electric production.
  - ❖ The Water System Master Plan Update has been restarted and Staff continue to gather data for the consultant.
  - ❖ Staff expect to engage Horrocks Engineers for land acquisition and preliminary survey beginning in late September for the Raw Water Infrastructure project.
- Development Projects:
  - ❖ New development has been slow in Mead.
  - ❖ Staff are still seeing activity in Loveland and Larimer County.
  - ❖ Staff continue to be active with inspections.
- Other Engineering & Geographic Information System (GIS) Activities:
  - ❖ Engineering staff remain extremely busy with capital and development projects, along with Water Court change cases.
  - ❖ Capital Project inspections began with the LCR 8 and 21 project and will soon shift to the Loveland Campion and 54 Bridge projects.

Additional discussion was held regarding Staff analyzing the need for different tap sizes, the fact that Barefoot Residential purchased Standard water taps for three lots and it being due to the larger sizes of the lots, and if the District is seeing any apartment buildings in the new developments.

[Water Resources Manager's Report: Water Resources Administrator Hoff reported on the following:](#)

- Water use for the month of August remained low as there continued to be a lot of rain.

Discussion was held regarding the amount of carryover the District will have, and storage options.

- There had been a small amount of evaporation from Dry Creek Reservoir.
  - ❖ The District would be releasing approximately 100 ac-ft of water from Dry Creek Reservoir starting Monday, September 25, 2023.
  - ❖ Water Resources Staff worked very hard with Northern Colorado Water Conservancy District (Northern) to allow the release to occur.
  - ❖ The River Commissioner was very instrumental and even put notices on doors of those who are downstream.
- The District closed on 11 shares of Home Supply water Wednesday, September 20.
- Water Resources Staff will have a New Water Supply Presentation for the October Board Meeting.
  - ❖ Staff will use the comments from the Directors in the presentation.
- Conservation Specialist Holly Suess, Water Resources Administrator Garrett Dickson, and Ms. Hoff hosted a booth promoting water conservation and answering customer questions at Mead Community Day.
  - ❖ Ms. Hoff offered kudos to Ms. Suess and Mr. Garrett for their hard work at the event.
  - ❖ President McMurtrey thanked Staff for attending the Mead Community Day event as it is important to have a public face for the District.
- Ms. Hoff and Mr. Dickson have been working with the Front Range Drought Coordination Group (FRDCG).
  - ❖ Front Range utilities have gotten together to form the group for the purpose of coordinating messaging to Front Range communities.
  - ❖ The American Water Works Association (AWWA) released a document for drought communication.
  - ❖ The FRDCG are working on localized communication messages.

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

- Leak repairs and Locate Requests were close to the five-year averages.
- Monthly Total Coliform and Disinfection Byproducts (DBP2) samples were within acceptable parameters.
  - ❖ The latest sample period showed an increase in the Haloacetic Acids Fives (HAA5s), but still below the Maximum Contaminant Level (MCL).
    - August is always the peak month, and it was expected the numbers would go back down.
  - ❖ Total Trihalomethanes (TTHMs) appear to be in the normal range.

Discussion followed regarding what could be the cause of the increase in contaminants. Also discussed was whether Staff discussed solutions with other local water providers.

- Project Updates and Notes:
  - ❖ Security and Sound started installing the fire alarm system and was expected to be on site for one more week.
  - ❖ The contractor was procuring the equipment for the Telemetry Upgrade Project:
    - Installation was scheduled to begin in early September.
- Staffing:
  - ❖ The Backhoe Crew Foreman position was filled internally from the Locator Crew leaving an opening.
    - The Locator position had been filled.

- Colorado Department of Public Health and Environment advised they are at the beginning of their three-year cycle for inspections and the District is scheduled for October.
- There had been no change to the valve exercising status as the Valve Exerciser Crew Leader Alan Cordova had been leading the Backhoe Crew.

## DIRECTOR REPORTS

Director Szmyd noted that the District has a 20 percent loss of water between what is received from CLFP and what is sold. He would like to have Staff research this number. Mr. Szmyd advised that Loveland has a very robust water accounting system, and they show a 40 percent loss.

Director Heiland stated that Colorado Governor Jared Polis issued an Executive Order mandating that all landscaping equipment used at state-owned facilities under 25 horsepower (HP) must be electric powered by 2025. The order also calls for water-wise landscaping for new construction and substantial renovation projects for all state-owned facilities.

Discussion followed regarding how the order will trickle down to the use of median strips and other non-essential high-water use turf areas in municipalities and new developments.

Director Walker noted that the 2023 SDA Conference was better than the 2022 conference.

Director Martens referred to a PowerPoint presentation from the SDA Conference emailed to the Directors by District Manager Kauffman that outlines the correct methods for holding Executive Sessions. The presentation was a good reminder to make sure all of the correct steps are being followed by the District.

Director Martens also noted that he had taken a trip to Phoenix, Arizona and that there was green grass everywhere and no water restrictions were in place.

Director Brandt noted that a neighbor had been flood irrigating. Mr. Brandt questioned them regarding this decision and was told the Loveland Greeley Canal was shutting down for the season and the neighbor needed to water as much as possible.

**It was moved by Director Brandenburg, seconded by President McMurtrey, to adjourn the meeting at 7:30 p.m.**

Respectfully submitted,

*Amber Kauffman*