

**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, December 12, 2024. Attendance was as follows:

Board of Directors:

Emily McMurtrey, President, Present
Steven Brandenburg, Vice-President, 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 Eaton, District Engineer
Nancy Koch, Water Resources Advisor
Reese Saxton, Operations Manager
Kammy K. Tinney, Business Project Manager

Other Attendees:

There were no other attendees.

CALL TO ORDER

The recitation of the *Pledge of Allegiance* occurred, followed by President Emily McMurtrey calling the meeting to order at 5:03 p.m.

ROLL CALL

Roll call was taken. Six of seven Directors were present at the time of roll call. Director Heiland joined the meeting at 5:16 p.m. providing a full quorum of seven of seven members present.

AGENDA REVIEW

District Manager Amber Kauffman recommended discussion in Executive Session as part of Item 9, Discuss Personnel Matters – District Manager Annual Review, subject to §24-6-402(4)(f), C.R.S. for the purpose of discussing personnel matters related to the District Manager annual review.

It was moved by Director Bill Szmyd and seconded by Director Larry Brandt to approve the agenda as presented, including discussion in Executive Session as requested. Following discussion, and upon vote, the motion carried unanimously.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

President McMurtrey opened the Public Comments period. There were no members of the public present, and the Public Comments period was closed.

CONSENT AGENDA

It was moved by Director McMurtrey and seconded by Director Szmyd to approve the Consent Agenda including:

- Minutes of November 21, 2024, Regular Board Meeting;
- Tap List 707;
- November 2024 Disbursements in the amount of \$2,520,980.62:
 - ❖ Operating Account: \$2,145,984.31
 - ACH Manual Check Numbers 5941 to 6014 – \$1,986,553.94
 - Check Numbers 12133 to 12175 – \$159,430.37
 - ❖ Payroll Account: (Two Bi-weekly payroll periods in November) totaling \$374,996.31
 - ACH Transmittal Vouchers 2555 to 2566 – \$185,856.42
 - ACH Direct Deposit Numbers N-14098 to N-14178 - \$189,139.89
- November 2024 Financial Report.

Following discussion, and upon vote, the motion to approve the Consent Agenda carried unanimously.

DISCUSSION ITEMS

Public Hearing to Consider 2024 Amended Budget – Resolution 2024-28:

Business Manager Angela Diekhoff presented the following information to the Board, noting that publication of the date, time, and location of the public hearing was published as required:

- The District is required to amend its 2024 Budget as adopted due to projected year-end expenses exceeding the total amount budgeted.

- ❖ The additional expenses occurred in operating expenditures due to the addition of the Lead Service Line Inventory project (\$176,696) and unanticipated expenditures for System Maintenance and Repairs (\$1,092,277).

Following the presentation President McMurtrey opened the public hearing to consider the proposed 2024 Amended Budget at 5:27 p.m. There was no public present, and President McMurtrey closed the public hearing. Following discussion, **it was moved by Director Szmyd and seconded by Director McMurtrey, to adopt Resolution 2024-28 Amending the 2024 Budget and Appropriating Funds. The motion to adopt Resolution 2024-28 carried unanimously.**

May 2025 Regular Election – Resolution 2024-29:

District Manager Kauffman presented the item to the Board and reviewed the summary provided with the agenda packet.

- The Board of Director positions currently held by Directors Szmyd, Walker, Martens and Brandt expire in May 2025. There are no other ballot issues or questions to bring before the voters.
- The Board may conduct the election as a polling place or mail ballot election, and the costs of each range from an estimated \$10,000 to \$45,000, with polling place being the least expensive.
- Business Project Manager Tinney will serve as the Designated Election Official.

Director Brandt requested clarification on term limits and whether he will have the opportunity to run for office in the May 2025 Regular Election. Business Project Manager Tinney will confirm Director Brandt's terms of office served.

It was moved by Director McMurtrey and seconded by Director Steve Brandenburg to adopt Resolution 2024-29 Calling the May 2025 Regular Election and Appointing a Designated Election Official. The motion to adopt Resolution 2024-29 carried unanimously.

City of Loveland Intergovernmental Agreement:

District Manager Kauffman presented the item to the Board and reviewed the summary provided with the agenda packet.

LTWD and the City of Loveland (COL) held discussions over the past three-plus years in an effort to address each party's return flow obligations (RFOs) in the Little Thompson River and the Big Thompson River and have negotiated an agreement that provides mutual benefit to both the District and COL. General terms and conditions of the agreement are as follows:

- Big Thompson – Little Thompson River Exchange Component
 - ❖ The COL will provide up to 32 acre-feet of RFOs in the Big Thompson River for the benefit of LTWD.
 - RFO releases will occur from either the COL's water treatment plant, wastewater treatment plant (water reclamation facility), or from the Great Western Reservoir.
 - LTWD is under no obligation to contribute funds for the construction or operation of any of the facilities required for the RFO deliveries.
 - ❖ LTWD will provide up to 32 acre-feet of RFOs in the Little Thompson River for the benefit of the City of Loveland.
 - RFO release in the near term will occur from a temporary tap located at Weld County Road 7 and the Little Thompson River.
 - LTWD will install the tap, and the COL will cover the expense of installation.
 - The COL will be charged \$2.39 per 1,000 gallons during use of the temporary tap.
 - Once LTWD completes construction of a pipeline from Dry Creek to the Little Thompson River, the temporary tap will be removed at the expense of the COL, and RFO release will occur from the newly constructed pipeline.
 - The COL has no obligation to contribute funds for the construction or operation of the pipeline from Dry Creek.
 - ❖ LTWD and COL will ensure that water supplies balance annually for the RFOs delivered on each other's behalf.
- Big Thompson Ditch and Manufacturing Company (BTDMC) Share Conveyance Component
 - ❖ LTWD will convey to the COL its BTDMC shares currently conveyed in the ditch that total 20/48ths of a share.

- In return for the conveyance of the 20/48ths share and payment by LTWD of a storage fee, LTWD receives up to 25.1 acre-feet of additional RFO in the Big Thompson River.
 - ◇ The storage fee will be considered paid once a credit of \$122,211 on the temporary tap issued by LTWD is fully used.
 - ◇ LTWD has the option to receive up to 50 acre-feet of RFO in the Big Thompson River as part of its 20/48th share by paying the then current storage fee.
- Limited Opposition Component
 - ❖ Both parties agree to limit their participation in each other's change cases in the referenced water rights to maintaining methodologies already used in:
 - COL's case for water rights in BTCMD, the Buckingham Irrigation Company Ditch, the Loudon Irrigation Canal & Reservoir Company's Ditch, and the South Side Dietch Company Ditch.
 - LTWD's case for Consolidated Home Supply.
- BTDMC and Home Supply Consultation Component
 - ❖ LTWD agrees to notify COL when considering acquisition of additional BTDMC shares that are carried in the BTDMC ditch and consult with COL about possible uses.
 - ❖ COL agrees to notify LTWD when considering acquisition of additional Home Supply shares and consult with LTWD about possible uses.
 - ❖ The agreement shall not limit either party's opportunity to acquire referenced water rights or require the other party to take the referenced water rights.

Ms. Kauffman and Water Resources Advisor Nancy Koch responded to questions from the Board, including having informed the River Commissioner and Northern Water during the negotiations. Director McMurtrey applauded the efforts of staff and feels the agreement is a positive step in the direction of regional collaboration. Ms. Kauffman noted that minor comments to the agreement from legal counsel for the City of Loveland were pending review from the District's legal counsel but were limited in scope. Approval of the agreement is recommended subject to final revision.

It was moved by Director McMurtrey and seconded by Director Jim Walker to approve the Intergovernmental Agreement Concerning an Exchange of Water Rights between the District and the City of Loveland, subject to final revision as noted. The motion to approve the agreement was carried unanimously.

[2024 District Accomplishments and Goals Update:](#)

District Manager Kauffman presented the item to the Board and reviewed the summary of accomplishments and goals provided with the agenda packet.

The District made significant accomplishments as listed below:

- Great new employees
- Leadership retreat resulting in a more effective leadership team
- Commitment Letter Procedure documentation
- Accounts Payable Procedure documentation
- Development Agreement Approved
- First Non-Potable Agreement
- Variance from Estate Tap to Standard Tap detailed for internal use
- Master Services Agreement
- Employee Handbook updated
- Better internal relations with Operations and Engineering
- Stability to Backhoe Crew
- Successful dam inspection at Dry Creek Reservoir
- Aurora Organic Dairy progress on their waterline obligation
- Return flow IGA with Loveland
- Johnstown and LTWD amended our court order
- Barefoot Amended and Restated Agreement for Waterline Extensions complete
- Public Right to Information Policy update
- Dry Creek Photovoltaic Feasibility Study
- Windy Gap Completion C&E decision
- Insurance Savings of nearly \$100,000
- Allotment notification for all residential customers

- Increase in Employee Engagement
- New team for the safety committee – improved engagement
- Presentations by Pat Wells (native water ownership) and Todd Williams (non-potable systems)

Status of the 2024 goals are as follows with the ranked priority in parenthesis for each goal:

- Raw Water Supply Planning
 - ❖ (8) Water loss progress with potential projects, update in policy - evaluating as time permits
 - ❖ (11) New Water Supplies presentations with potential policy updates - several presentations completed
 - ❖ (2) Raw water master plan - in progress - estimated completion Q2 2025
- Treatment and Transmission
 - ❖ (1) Master Plan completion - in progress, estimated completion Q2 2025
 - ❖ (6) Project long term treatment capacity need and priority locations - Initial estimates complete, will be finalized with the master plan process, SVWA already evaluated with Raw Water Master Plan. done
 - ❖ (13) Markam Tank Planning including Engineering and Access - updating proposal from Kimley-Horn for design
 - ❖ (5) Easement acquisition for Northeast Transmission Line and two native water pipeline projects - NE Transmission Line - 16 of 22 easements final, changed property acquisition program, right of entry approved on all properties for Native Water Project - alignments are being evaluated
- Relationships with Others
 - ❖ (12) A successful Joint Board meeting with CWCWD to include issue discussion and resolution of issues - DONE!
 - ❖ (14) Update the IGA with Longs Peak and Mead after transition of ownership in Mead Crossing - IGA is pushing to 2025, but ownership of Mead Crossing officially done.
- Business Management
 - ❖ (8-tie) Finalize a Development Agreement for use with Developers - DONE!
 - ❖ (4) Prioritize long term projects and evaluate funding options - Operations and Engineering prioritized projects but may change with the master plan - funding to be evaluated in 2025 with board. done
 - ❖ (7) Assignment of allotments to all residential taps for implementation of surcharges in 2025 - DONE!
 - ❖ (8-tie) Continue with non-residential allotment assignment - will be 2-year project
- Operations and Technology
 - ❖ (15) Determine size of office and land required for future growth. - no progress, change in direction to maximize current space
 - ❖ (3) Finish database for Lead Service Line Inventory prior to October 16 - DONE!

Director Szmyd noted that accomplishing the District's mission of providing clean, safe, good tasting water remains number one on the list of priorities and is curious about how many additional goals and projects are added annually by the Board. Ms. Kauffman responded that all of the accomplishments and goals are driven by the District's mission. The Board has not added many new items in 2024 however, things come up that must be addressed such as the CDOT Easement Acquisition.

Ms. Kauffman requested any input from the Board to include as part of goal setting in January 2025. Addressing water loss is a high priority for Director Brandenburg. Improvements to the lighting in the shop and the parking lot are high priorities for Director Heiland.

Carter Lake Filter Plant:

District Manager Kauffman provided a summary of the meeting:

- Pre-Treatment Design
 - ❖ The dissolved air filtration (DAF) equipment needed for the pretreatment project will ship in February but not be needed for 12 to 18 months. The equipment will be stored on site in a Conex container.
- 7 M-G Tank
 - ❖ Repairs to the interior coating are almost complete and Tanco has agreed to provide the required exterior maintenance.

- Operations
 - ❖ Central Weld County Water District (CWCWD) experienced a significant water main break creating a spike in water drawn from the plant from 8 MGD to 42 MGD, creating an 80-pound drop in pressure in the 42-inch waterline. The response to the leak was swift and repairs completed the same day.
 - ❖ The District is buying back the dump truck previously sold to CLFP.
 - ❖ The duties of Operator in Responsible Charge have officially been handed over to Brian Beberniss.

St. Vrain Water Authority (SVWA):

District Manager Kauffman and Director Walker presented the item to the Board and provided a summary of the meeting:

- Monitoring and Maintenance of HVAC System
 - ❖ The Board entered into contracts with Trane for monitoring and MTech for quarterly maintenance of the HVAC system.
- Final Certificate of Occupancy (CO)
 - ❖ The plant continues to operate under a temporary CO pending completion of fire district inspection of the chlorine system and application of a concrete sealant.
- Correspondence from LTWD Special Counsel to SVWA
 - ❖ The Board discussed the matter in Executive Session and the District may expect a written response in January.

Public Hearing Action Item: Larimer County Inclusions – Resolution No. 2024-30, Weld County Inclusion – Resolution No. 2024-31, and Larimer County Exclusion – Resolution No. 2024-32

President McMurtrey opened the Public Hearing to consider the petitions for inclusion and exclusion of properties located in Larimer and Weld Counties at 6:20 p.m. There were no members of the public present, and the Public Hearing was closed at 6:21 p.m.

It was moved by Director McMurtrey and seconded by Director Brandt, to adopt Resolution Nos. 2024-30 through 2024-32 to approve the petitions for inclusion and exclusion of properties located in Larimer and Weld Counties, as presented. The motion carried unanimously.

STAFF REPORTS

District Manager's Report: District Manager Kauffman presented the report to the Board and provided an overview of the summary included with the agenda packet:

- District Activities:
 - ❖ Staff have been working diligently to complete annual reviews along with regular duties.
 - ❖ NoCO Water Partnership
 - Ms. Kauffman attended the partnership meeting hosted by Stantec and participated in a planning exercise geared towards identifying solutions for future planning to address future growth in northern Colorado. The conclusions included the formation of a regional council of governments as part of regional solutions.
 - ❖ Anticipated January Board Meeting Topics / Agenda Items
 - 2025 Goals
 - WildRock End-of-Year Update
 - Barefoot Funding Agreement
 - ❖ Potential Dates for 2025 Work Sessions
 - Ms. Kauffman suggested that work sessions be held two weeks ahead of Regular meetings in February, May, August, and November and presented possible dates for consideration. The Board determined to hold quarterly work sessions on Monday afternoons in the months noted.

Business Manager's Report: Business Manager Diekhoff presented the report to the Board and provided an overview of the summary included with the agenda packet:

- 2024 Audit
 - ❖ Ms. Diekhoff reviewed with the Board the purpose of the audit engagement confirmation letter included with the agenda packet and the required identification of risk ahead of the engagement.
- EyeOnWater (EOW)
 - There were additional customer sign-ups in the month of November resulting in 28 percent of the District's customers participating in the program.

District Engineer's Report: District Engineer Brad Eaton presented the report to the Board and provided an overview of the summary included with the agenda packet:

- The District received two new tap and two Accessory Dwelling Unit (ADU) Commitment to Serve Requests in November, bringing the 2024 year-to-date total to 1,733 new taps and 20 ADUs.
- Capital Projects
 - ❖ Staff continue to make substantial progress with Capital Projects scheduled for 2024.
 - Final payment was released for the Loveland / Campion project. The project was completed under budget and is now closed.
 - Property owner response to the proposed alignment of the H2 / RFO Raw Water Infrastructure improvements has been positive.
 - Progress continues on final design of the 30-inch Barefoot line with the procurement of the first 10,000 feet of pipeline and a continued push to start construction in early 2025.
- New Development Projects
 - ❖ Mr. Eaton reviewed with the Board the status updates, noting that the report was updated to remove inactive projects.
- Other Engineering Department Activities
 - ❖ I-25 CDOT Segment 5
 - Impacts to existing LTWD infrastructure and existing easements continue to require significant staff involvement.
 - ❖ Aurora Dairy 12-inch Waterline Upgrade
 - Staff are assisting with design review and easement procurement.
 - ❖ Weld County Road 9.5 (High Plains Boulevard)
 - Review of LTWD infrastructure and easement impacts with the design engineer, contractor, and Weld County are ongoing.
 - ❖ Agency referrals continue to be active
 - ❖ Annual engineering staff reviews for 2024
 - ❖ 2024 Budget Amendment

Water Resources Manager's Report: Water Resources Advisor Nancy Koch presented the report to the Board and provided an overview of the summary included with the agenda packet:

- Water use for November was within normal range for this time of year.
- The Firestone Case will be heard by the Colorado Supreme Court in February 2025.

Operations Manager's Report and Water Quality Update: Operations Manager Reese Saxton presented the report to the Board and provided an overview of the summary included with the agenda packet:

- Locate Requests and Leak Repairs were trending down in November.
- Monthly Water Quality Report:
 - ❖ Monthly Total Coliform samples were within acceptable parameters.
- Customer Quality Work Orders:
 - ❖ There were no customer quality work orders submitted in November.
- Project Updates and Notes:
 - ❖ Alan Cordova is currently transitioning back to normal, valve exercising duties with a total of 6,433 of 6,564 valves exercised.
- Staffing
 - ❖ The District is currently advertising for the position of Meter Reader.

Director Szmyd suggested that Mr. Saxton includes additional information regarding operations that would be informative in decision making as part of the operations report. Director McMurtrey encouraged Mr. Saxton to "make the report his own" as he takes over the role of Operations Manager. Mr. Saxton noted his appreciation for the feedback and will endeavor to provide relevant information with future reports.

Business Project Manager's Report: Business Project Manager Tinney presented the report to the Board and provided an overview of the summary included with the agenda packet:

- District Administrator
 - ❖ Ms. Tinney is working with Ms. O'Malley to transition compliance / deadline related activities since Ms. O'Malley's return to work.
- May 2025 Regular Election
 - ❖ The Board considered a Resolution Calling the May 2025 Regular Election earlier in the meeting.

- ❖ Ms. Tinney will proceed with the required publishing and posting of the Call for Nominations in January 2025.
- Policies and Procedures
 - ❖ Preparation of a Developer Application and with fee schedules, and updated language to the District's website are high priority for completion prior to year-end.
 - ❖ Review / revision of the Development Process, Section 8 Rules and Regulations, Section 17 Rules and Regulations, along with Non-Potable Water (Irrigation) System Procedures including suggested revisions to content for the District's website will continue in 2025.
- Employee Engagement Activities
 - ❖ The Board received a copy of the November internal news bulletin.
 - ❖ Staff rallied for the annual House of Neighborly Food and Gift donation drive.
 - ❖ Staff are preparing for holiday festivities in December.

President McMurtrey called for a break at 7:05 p.m. The meeting resumed at 7:10 p.m.

DIRECTOR REPORTS

- Director Szmyd provided an informational brochure from the Big Thompson Watershed Coalition to District Manager Kauffman.
- Director Heiland expressed his support for the Denver Broncos.

EXECUTIVE SESSION

It was moved by Director Brandenburg and seconded by Director Szmyd to adjourn to Executive Session subject to §24-6-402(4)(f), C.R.S. for the purpose of discussing personnel matters as it relates to the District Manager's annual review. The motion carried unanimously, and the Board adjourned to Executive Session at 6:59 p.m. District Manager Kauffman was invited to attend the Executive Session following brief discussion of the Board. All remaining staff were excused.

The Board reconvened in Regular Session at 7:34 p.m. upon motion, duly made by Director Szmyd and seconded by Director Brandenburg.

The Board is generally pleased with Ms. Kauffman's performance and notes that progress is being made by the organization, including recognition as a leader in the region. There was discussion of concerns, staffing levels, and workload moving into 2025, as well as succession planning with potential retirements on the horizon. The Board recommended a salary increase in line with the approved 2025 budget.

It was moved by Director Martens and seconded by Director Szmyd to adjourn the meeting at 7:46 p.m.

Respectfully submitted,

Amber Kauffman
Secretary