

**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 14, 2023. Attendance was as follows:

Board of Directors:

Emily McMurtrey, President, Present
Steven Brandenburg, Present
Larry Brandt, Present
Ryan Heiland, Absent - *Excused*
Ed Martens, Present
Bill Szmyd, Present
James J. Walker, Present

Staff in Attendance:

Amber Kauffman, District Manager
Angela Diekhoff, Business Manager
Brad E. Eaton, District Engineer
Nancy Koch, Water Resources Manager
Ken Lambrecht, Operations Manager
Kammy K. Tinney, Business Project Manager
Judy O'Malley, Recording Secretary

Other Attendees:

Clayton Orback, Little Thompson Water District Engineering Technician I
Kristin Gollhofer, WildRock PR and Marketing, CEO and Founder – *Attended via Video Conference Call*
Annika Deming, WildRock PR and Marketing, Associate Account Director *Attended via Video Conference Call*
Anastasia Urban, Barefoot LLC
Cameron Grant, Attorney of Lyons Gaddis P.C.

CALL TO ORDER

President Emily McMurtrey called the meeting to order at 5:04 p.m. followed by the recitation of the *Pledge of Allegiance*.

ROLL CALL

It was moved by President McMurtrey, seconded by Director Ed Martens, to excuse the absence of Director Ryan Heiland. Motion carried unanimously.

Roll call was taken. All other Directors were present.

AGENDA REVIEW

It was moved by Director Bill Szmyd, seconded by Director Martens, to table Agenda Item 6.4 Potential Non-Potable Use of Native Ditch Shares until the January 18, 2024, Regular Board Meeting. Motion carried unanimously.

It was move by Director Szmyd, seconded by Director Steve Brandenburg, to enter into Executive Session citing Colorado Revised Statutes (CRS) §24-6-404(4) subpart (e) to determine positions relative to matters that may be subject to negotiations, or to develop strategy for negotiations, and instructing negotiators in the matter of the Barefoot Second Amended and Restated Agreement for Water Extensions, and CRS §24-6-404(4) subpart (f) to discuss personnel matters District Manager's annual review. Motion carried unanimously.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

President McMurtrey opened the Public Comments period. Ms. Anastasia Urban, of Barefoot LLC, and Mr. Cameron Grant, of Lyons Gaddis P.C., introduced themselves. There being no further public comments, the Public Comments period was closed.

CONSENT AGENDA

It was moved by Director Martens, seconded by Director Szmyd, to approve the Consent Agenda, including:

- **Minutes of the November 16, 2023, Regular Board Meeting,**
- **Tap List 695,**
- **November 2023 Disbursements in the amount \$3,226,418.21:**
 - ❖ **Operating Account: \$2,812,210.70:**
 - **ACH Manual Check Numbers 4993 to 5091 – \$1,854,493.24,**
 - **Check Numbers 11581 to 11646 – \$957,717.46,**
 - ❖ **Payroll Account: (Two Bi-weekly payroll periods in November) for \$414,207.51:**
 - **Live Checks 2126 to 2161 - \$64,845.23,**

- ACH Transmittal Vouchers O-2401 to O-2412 – \$179,326.71,
- ACH Direct Deposit Numbers N-13101 to N-13177 – \$170,035.57,
- **November 2023 Financial Report,**
Motion carried unanimously.

DISCUSSION ITEMS

WildRock Biannual Check-In:

Kristin Gollhofer, WildRock PR and Marketing, CEO and Founder and Annika Deming, WildRock PR and Marketing, Associate Account Director presented the following information to the Board:

- In January, WildRock and District Staff met for a strategy session to discuss communications for 2023.
 - ❖ A 2023 marketing and communication strategy to outline goals, communication channels, audiences and key messages was developed.
 - ❖ The plan for 2023 was a two-pronged approach:
 - Build a solid foundation.
 - Engage in enhanced communication efforts.
 - ◇ Produce communication materials that successfully reach a diverse and widespread customer base to educate them on key issues and programs.
 - ◇ Increase customer participation in conservation efforts, specifically the EyeOnWater (EOW) app, to ultimately decrease water usage and demands on infrastructure.
 - ◇ Reduce District Staff time dedicated to communication efforts so focus can be redirected to more pressing district initiatives.
 - Communication Channels:
 - ◇ Many of the channels WildRock utilized in 2023 were already in place for the District.
 - ◇ Instead of adding new channels and creating overwhelm, WildRock focused on optimizing and building these key channels allowing WildRock to focus on aligning channels with customer preferences and alleviated staff time.
- Communication Efforts This Year:
 - ❖ As part of the monthly retainer, WildRock supported with the following efforts:
 - Monthly social media content plus daily community management.
 - Quarterly Facebook ad campaigns, digital and print newsletters, and postcards.
 - ❖ WildRock also supported with additional one-time projects including:
 - Light brand refresh.
 - Email marketing setup.
 - Template development.
 - Asset library build.
 - Light website refresh plus ongoing jumbotron creation.
 - Taste and Odor crisis communication plan.
 - Holding statements for key issues (Fluoride, Polyvinyl Chloride (PVC), Town of Milliken).
 - ❖ Topics Covered This Year:
 - Key topics were communicated across a variety of marketing channels:
 - ◇ Rates.
 - ◇ Allocation education.
 - ◇ EyeOnWater.
 - ◇ Online bill pay signup.
 - ◇ Conservation programs.
 - ◇ Water saving tips.
 - ◇ Winter preparation.
 - ◇ Irrigation tips.
 - ◇ Employee spotlights.
 - ◇ Water Shortage.
 - ◇ Contingency Action Plan.
 - ◇ Giveaways.
 - ◇ Water Quality.
 - ◇ Water treatment education.
 - ◇ Board of Directors election.
 - ◇ Taste and odor.

- ❖ Metrics and Performance:
 - WildRock developed the following metrics to evaluate the effectiveness of their efforts:
 - ◇ Facebook Impressions – up 3.359 percent.
 - ◇ Facebook Engagement Rate – up 4.32 percent.
 - ◇ Facebook Fan Growth – up 728 users.
 - ◇ Digital Ads Click-through Rate – up 5.86 percent.
 - ◇ Email Open Rate – up 40 percent.
 - ◇ Email Click Rate – up 4 percent.
 - ◇ Website Users – down 5 percent.
 - ◇ EyeOnWater New Users – up 642 users.
- ❖ 2024 COMMUNICATIONS:
 - WildRock will continue to work with the District for another year as they continue to grow and refine the communication efforts.
 - The 2024 proposal maintains the current level of services which includes:
 - ◇ Social media management.
 - ◇ Digital advertising.
 - ◇ Quarterly digital and print newsletters, and postcards.
 - ◇ Ongoing of-the-moment support, they will be available for whatever the District needs.
 - WildRock is currently working to refresh the 2023 strategy to map out efforts for 2024.

Brookfield Term Sheet:

Brookfield Properties Project Manager Anastasia Urban presented following information to the Board:

- District Staff and representatives of Barefoot, LLC (Brookfield Properties) have been working through revisions to the Second Amended and Restated Agreement for Water Extensions for most of 2023.
 - ❖ A significant point of discussion for revisions to the Agreement centered around the sizing of the West Interstate-25 (I-25) Transmission Line and the costs associated with oversizing from an 18-inch to 24-inch transmission line, and now from a 24-inch to 30-inch transmission line.
- An overview of the current project south of Ronald Reagan Boulevard (Blvd.) and planned future project north of Ronald Reagan Blvd.
 - ❖ North of Ronald Reagan Blvd. could possibly include apartments, Build-to-Rent (BTRs) units, townhouses, and a school.
- Brookfield and the District have had a great partnership on the following projects:
 - ❖ Windy Gap Lease / Purchase Agreement – 2005.
 - ❖ Partner in Chimney Hollow Reservoir.
 - ❖ Water Rights Exchange / Lake Management Agreement.
 - ❖ Amendment to increase cap on Single Family Equivalent (SFE) taps to 1,700 – May 2023.
 - ❖ Tri-Party agreement lease to allow up to 2,041 SFE's – August 2023.
- One of the primary goals of the restated Agreement is to cull all of the previous Agreements and addendums into one updated document with all of the current terms.
 - ❖ The original size of the transmission line was 18-inches.
 - ❖ Some of the property owners that were to provide reimbursement to Brookfield have changed.
 - ❖ Construction costs have increased greatly.
- As part of continued negotiations to conclude revisions to the Agreement, Barefoot LLC is seeking a commitment on the business terms for reimbursement of the oversizing.
 - ❖ Major business terms Brookfield is asking for include:
 - Rebate for 24-Inch Line.
 - ◇ \$1000 per tap after 1,201st tap in Barefoot.
 - Reimbursement for Oversizing to a 30-inch Line.
 - ◇ Interest rate of 6 percent.
 - ◇ Reimbursement through District Plant Investment Fees (PIF) from properties outside of Barefoot Lakes of \$2000 in 2024 and \$3000 in 2025.
 - ◇ 10-year recovery review provision.
 - ◇ Other benefiting properties reimbursement.
 - Windy Gap Water Payments.
 - ◇ On-going commitment and clarification on costs.

- Timing:
 - ◇ Upon approval and signing of the formal agreement a Construction Manager at Risk (CMAR) contract will be formulated within 30 days.

The Board posed questions throughout the presentation however the main part of the discussion was held during Agenda Item 3.1 Executive Session CRS §24-6-404(4) subpart (e) to determine positions relative to matters that may be subject to negotiations, or to develop strategy for negotiations, and instructing negotiators in the matter of the Barefoot Second Amended and Restated Agreement for Water Extensions.

Public Hearing Action Item: Motion to Approve: Resolution 2023-32 Mill Levy Certification: Business Manager Angela Diekhoff requested the Board approve Resolution 2023-32 to certify the Mill Levies from Larimer, Weld, and Boulder Counties at \$0.

It was moved by Director Brandenburg, seconded by Director Larry Brandt, to adopt Resolution 2023-32 Certifying the County Mill Levies at \$0. Motion passed unanimously.

President McMurtrey called for a break at 6:00 p.m. The meeting resumed at 6:09 p.m.

Handy Ditch Update:

Water Resources Manager Nancy Koch presented the following information to the Board:

- The District completed its Engineering Report and Proposed Decree to change the use of 58 Handy Ditch (Handy) shares owned by the District in October.
 - ❖ As required, the District submitted the information to Handy for review under the Catlin Provision.
- The District is required to pay for Handy to review these documents to determine if the District's proposal to change the use of its ditch shares will cause injury to the other stockholders.
- The District met with the Handy Ditch Board, Engineer, and Counsel to discuss what issues are to be addressed in the Catlin Review and subsequent water court proceedings.
- Key takeaways from the meeting are:
 - ❖ The Handy has requested the District will provide a deposit of \$65,000 to the company to review the District's engineering and proposed decree and identify if the use of the changed shares could negatively affect the remaining shareholders. Handy will not spend the deposit to advance methodologies or conclusions that are counter to the District's Engineering Report or Proposed Decree regarding the yield of Handy shares changed for municipal use.
 - ❖ Handy will concentrate its Catlin Review of an Operations Agreement that would allow the District to take delivery of its changed water at Welch Reservoir.
 - ❖ Handy has filed in water court for a junior water right to supplement the water supplies available to the existing Welch Reservoir and a planned enlargement of the reservoir.
 - ❖ The District reaffirmed its position that any increase of yield from the junior water right and the enlarged Welch Reservoir should be distributed to the shareholders in the form of additional water on a pro-rata basis.
- President McMurtrey questioned what the District's next steps are; Ms. Koch advised the District will pay the deposit and begin working through the operations agreement and at a point Handy will be ready for the District to take the case to Water Court.

Discussion followed regarding the effects raising Handy Ditch's dam will have on the District's plans for the new pump station, how Handy Ditch is trying to do their best for all shareholders, Water Resources Administrator Hoff attends all of the Handy Ditch meetings at their invitation, and there is no change case precedent on Handy Ditch.

Review of 2023 District Accomplishments:

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

- Significant accomplishments are listed below:
 - ❖ Four great new employees.
 - ❖ Successful dam inspection at Dry Creek Reservoir.
 - ❖ Updated Section Three of Rules and Regulations for new taps approved by the board.
 - ❖ Updated rate study with updated capital costs for future / in-progress projects.
 - ❖ Success with WildRock with the new marketing material and higher engagement than previously seen with newsletters and social media.
 - ❖ Hiring of a new auditor, successful timely filing of audit.

- ❖ Purchases of water (11 shares of Home Supply, one Windy Gap unit).
- ❖ Three party lease agreement with Barefoot, Central Weld County Water District (CWCWD) and the District.
- ❖ Progress with Brookfield on an updated agreement.
- ❖ Signed Aurora Organic Dairy (AOD) agreements (and signs of progress on their obligations).
- ❖ Return flow Memorandum of Understanding (MoU) with the City of Loveland (Loveland), and the Towns of Berthoud (Berthoud) and Johnstown (Johnstown), and the District.
 - There was significant progress with Loveland in this regard.
- ❖ A new water right approved by the Board for dedication - Big Thompson Ditch and Manufacturing Company (BTDMC).
- ❖ More engagement in the Northern Colorado Water Alliance group.
- ❖ Updated “all-in” costs for the District’s native waters to proceed into a source.
- ❖ Continued inclusion / exclusions at a level much higher than historically done.
- ❖ Dealing with our customers’ impact with Milliken’s boil order.
- ❖ Regular meetings with Berthoud.
- ❖ Completed the Twin Mounds Tank project, West First Street project, Larimer County Roads (LCR) 8 and 21 project, and the Weld County Road (WCR) 54 Bridge Waterline Relocation Project.
- ❖ Upgraded the Dry Creek Reservoir water quality monitoring station and completed increased testing of water quality at Dry Creek.
- The 2023 goals are listed below with updates as to the completion status.
 - ❖ Raw Water Supply Planning:
 - Handy Ditch shares into Water Court – Expected early 2024, Catlin submitted November 2023.
 - Easement acquisition for delivery of native water to Dry Creek Reservoir – Notice of project to property owners delivered, flight of survey area using Light Detection and Ranging (LiDAR) completed week of December 4, 2023.
 - Dry Creek Reservoir Management Plan and feasibility for floating solar – Initial study done, floating solar kickoff meeting held in November, site visit scheduled for December 13, 2023.
 - Non-residential tap research for water allotment assignment – Draft of letter for notification to Tapholders in review by Staff, information summarized in table for implementation.
 - ❖ Treatment and Transmission:
 - Master Plan progress with accurate calibration using updated fire hydrant data – 95 percent of data sent to consulting engineer, meeting with consultant on December 6, 2023, to advance their work.
 - Determination of necessary long term treatment capacity and priority locations – Will follow Master Plan.
 - Two transmission lines under construction – Easement acquisition taking much longer than expected for the Northeast Transmission Line, Brookfield Agreement held up West of I-25 line.
 - ❖ Relationships with Others:
 - A successful Joint Board meeting with CWCWD – CWCWD to identify available dates in February 2024.
 - Resume and maintain regular Manager Meetings with Carter Lake Filter Plant (CLFP) Manager Rich Whittet and CWCWD District Manager Stan Linker – Began more regular meetings.
 - Update the Intergovernmental Agreement (IGA) with Johnstown – Waiting on Johnstown.
 - Update the IGA with Longs Peak Water District (LPWD) and the town of Mead (Mead) after the transition of ownership in Mead Crossing – Waiting on piping change cost estimate, construction and resulting IGA likely early 2024.
 - ❖ Business Management:
 - Third Party Human Resources (HR) services – Not recommended by Employers’ Council – completed.
 - Adjust rates after recommendations of rate study are presented – completed.
 - Implement reverse notification system – completed.
 - Update Employee Handbook – Significant progress made, likely to be presented to the Board in February 2024.

- Email bills – Staff have not found one clearing house for the service without changing software.
- Rewrite Sections 8 (Main Line Extensions) and 9 (Easements) of District Rules and Regulations – In process, working toward a development agreement (nearly finalized with counsel review).
- Research census data to “know our customers” – completed.
- Develop metrics to improve processes – In process / on-going, significant progress made in the following: commitment letter, water dedication, and water credit.
- Complete staffing analysis and plan for the next 10 years – completed.
- ❖ Operations and Technology:
 - Complete Global Positioning System (GPS) of cross-country lines – 80 percent complete, data from 2021 is missing.
 - Develop telemetry upgrade plan and begin implementation – completed.
 - Create database for Lead Service Line Inventory – Policy published September 11, 2023, in progress.
 - Update Lead and Copper sample site list – Policy published September 11, 2023, by the State of Colorado, in progress.
 - All Operations Staff (not currently at Distribution 4) to level up one Distribution level (Big Goal) – Not likely to happen, still trying.
 - Complete first cycle of valve exercising – District will be close, goal impacted by staffing change.

District Goals and Objectives for 2024:

District Manager Kauffman presented the following information to the Board:

- In early 2022 the Board and Staff reviewed relevant planning documents for amending the 2018 Strategic Plan priorities and came up with the following goals for the District in the three- to five-year horizon:
 - ❖ In three years have a plan for the growth of staff and the necessary office space for those staff.
 - Also consider whether the District will have its own water treatment plant at the same location.
 - 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 St. Vrain Water Authority (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, or Colorado-Big Thompson (C-BT).
- The 2022 Strategic Plan update defined a vision to ensure the resiliency of the District by prioritizing initiatives and therefore allocating resources, both personnel and budget, to achieve short- and long-term goals that promote these initiatives.
- The Board also identified the following priorities when making decisions, some are reflected in the goals above:
 - ❖ Raw Water Supply Planning:
 - Water loss progress with potential projects, update in policy.
 - ◇ New Water Supplies presentations with potential policy updates.
 - ◇ Raw water master plan.
 - ❖ Treatment and Transmission:
 - Master plan completion.
 - Project long-term treatment capacity need and priority locations.
 - Markham Tank planning.
 - Progress for two treated transmission lines and two native water pipeline projects.
 - ❖ Relationships with Others:
 - A successful Joint Board meeting with CWCWD.
 - Update the IGA with LPWD and Mead after transition of ownership in Mead Crossing.
 - ❖ Business Management:
 - Finalize a Development Agreement for use with Developers.
 - Prioritize long-term projects and evaluate funding options.

- Assignment of allotments to all residential taps for implementation of surcharges in 2025.
- Continue with non-residential allotment assignment.
- ❖ Operations and Technology:
 - Determine size of office and land required for future growth.
 - Update Safety Manual.
 - Finish database for Lead Service Line Inventory prior to October 16, 2024.

CLFP:

District Manager Kauffman presented the following information to the Board:

- The performance of the removal of Upflow Clarifiers was not mentioned in the CLFP Board Packet, however in the meeting it was discussed that it did not go well.
 - ❖ The flock particles were too large and too fragile, the likely problem was determined to be too much or too little contact time with the coagulant.
 - ❖ The CLFP Board asked what needed to be done to correct the issue and CLFP Plant Superintendent Darrell Larson stated that higher flows would help.
 - Ms. Kauffman noted that the flows are lower in the winter.
 - It was suggested that pilot testing with chemicals could resolve the problem.
 - ❖ Good conversation was held about needing to test different options to be prepared to use water from Dry Creek Reservoir in the spring and summer of 2024.
 - ❖ CLFP Plant Manager Whittet was still being cautious about using Dry Creek Reservoir water but he cannot start until they have the one Million Gallon per Day (MGD) pump.
 - ❖ Director Szmyd noted that the District will continue to receive Taste and Odor comments from customers as the Dry Creek Reservoir water will always be different than the Carter Lake water.
- Director Brandenburg noted that during the CLFP Board Meeting he brought up if the conversion of the Old North Plant to increase contact time for water treatment would be of benefit.
 - ❖ It was decided that the benefit would be short-term and therefore the CLFP Board decided not to move forward with the conversion at this time.
- Progress on the pretreatment plant was going well.
 - ❖ Piping modifications had started to prepare piping connections for the new filters so the plant will not need to be shut down during construction.

SVWA:

District Manager Kauffman presented the following information to the Board:

- The SVWA Board approved payment of the presented bills.
- The SVWA Board approved the Water Technology Group's Pump Maintenance Services Agreement and the Automation and Electronics, Inc.'s Brine Disposal Injection Pump Station Control Services Agreement.
- A step test was performed on the injection well and it passed.
 - ❖ SVWA Staff are waiting for approval from the Environmental Protection Agency (EPA).
 - ❖ Director Martens suggested SVWA injects chlorine dioxide into the well to keep it clean.

Windy Gap Firing Project Quarterly Update:

District Manager Kauffman presented the following information to the Board:

- Colorado River Connectivity Channel (CRCC):
 - ❖ The Windy Gap reservoir will begin filling the week of December 11, 2023, for the State Engineer to certify that the dam is safe.
 - The filling will be accomplished in approximately seven days.
 - The water will be held for one month for monitoring and then some water will be released to accommodate ice impacts for the winter.
 - ❖ Most of the plants in the new channel have been installed and fencing set up to protect the vegetation susceptible to damage by animals.
 - The team at Northern Colorado Water Conservancy District (Northern) and CEI are preparing for a large runoff next spring / summer based on the El Nino condition and the full reservoirs.
- Chimney Hollow:
 - ❖ The current dam height is 153 feet from the downstream toe.
 - It is expected that the dam will reach the midpoint in height in the upcoming months, thereby requiring a payment to the Grand Foundation as a part of the settlement.

- There is only 60 feet of plinth remaining to be constructed for the dam foundation near the left abutment failure.
- ❖ The pipe for the valve house arrived on site without the appropriate heat treatment for the welds.
 - The heat treatment was conducted onsite.
- ❖ The inlet / outlet tunnel is making significant progress with the new road-header on site for the excavation of the upstream portion of the tunnel.
- ❖ The old road-header was not working well, and the crews had been using drill and blast methods until November 27, 2023.
- ❖ The downstream tunnel has completed approximately 100 feet of reinforced concrete liner and is placing approximately 25 feet every 10 days.

Public Hearing: Action Item: Resolution 2023-33 Inclusions and 2023-34 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 Brandt, to adopt Resolution 2023-33 Inclusion (Eggebrecht/Abbott) and Resolution 2023-34 Exclusions (HT Land Partners, Tri Pointe Homes Holdings). Motion Carried unanimously.

President McMurtrey called for a second break at 7:10 p.m. The meeting resumed at 7:18 p.m.

STAFF REPORTS

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

- District Activities:
 - ❖ On November 17, 2023, the office closed early for the District Holiday Lunch at The Boot Bar and Grill.
 - The weather was beautiful, and Staff were able to hang out on the balcony for the afternoon.
 - ❖ Ms. Kauffman attended the NoCo Water Alliance Meeting on November 17, 2023.
 - A presentation by Northern staff was given regarding the native waters in the local area that have been purchased by communities in the Denver metro region and potential ways to discourage future purchases by those same communities.
 - Also discussed were status updates by all agencies and rate increase announcements.
 - Many communities are considering or implementing large rate increases to accommodate impacts that growth has had.
 - ❖ Ms. Kauffman met with CWCWD District Manager Linker for lunch on November 28, 2023.
 - Issues common to the two districts and individual concerns were discussed.
 - Many topics were surrounded by Dry Creek Reservoir issues, including but not limited to, solar feasibility study by the District, native water deliveries to Dry Creek Reservoir and associated water quality issues, pumping from Dry Creek reservoir to assist with water quality issues, pump and pipeline capacity issues during future canal shutdowns.
 - Additional topics included elevated disinfection byproduct test results, an updated operating agreement for CLFP, and relocation of joint facilities with Colorado Department of Transportation (CDOT) improvements.
 - ❖ Business Manager Angela Diekhoff, Operations Manager Ken Lambrecht, District Engineer Brad E. Eaton, Business Project Manager Kammy K. Tinney, Water Resources Administrator Amanda Hoff, and Ms. Kauffman went to an offsite leadership retreat on Wednesday, November 29, 2023.
 - The retreat was hosted by the current Fire Chief of Elizabeth Fire District and his division chief.
 - It was a half day of hearing how things can go terribly wrong and the ways to help things go better.
 - It all comes down to communication and management unity.
- CWCWD Joint Board meeting:
 - ❖ Ms. Kauffman request Mr. Linker to present dates for a joint board meeting to poll both boards.
 - ❖ Mr. Linker suggested dates in February 2024.

- Colorado Water Congress:
 - ❖ The Colorado Water Congress Annual Convention will be held January 31 through February 2, 2024, at the Hyatt Regency Aurora Convention Center.
 - ❖ Ms. Kauffman requested Directors advise her if they wish to attend and Staff will have them registered.
 - ❖ The 2024 program will focus on risk, resilience, and growth.
- Anticipated January Board Meeting Topics:
 - ❖ Non-Potable Operations Agreement.
 - ❖ Development Agreement Template.

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

- Board:
 - ❖ The Board members were given a choice of dates in January 2024 and asked to advise Administrative Assistant Judy O'Malley their preferences for a Holiday Dinner.
- Eye on Water (EOW):
 - ❖ District customers signing up for new EOW accounts continued to increase slightly.
- Other:
 - ❖ President McMurtrey questioned what information is sent to new customers, including renters.
 - Ms. Diekhoff noted what information is included in a packet of information that is sent and advised she is working on creating a separate packet for renters.
 - ❖ Ms. Diekhoff advised the payment assistance program that covered Boulder, Larimer, and Weld Counties has been discontinued.
 - ❖ Ms. Diekhoff advised that emergency notifications for the District is now in place.

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

- There were four Tap Commitment Requests for October. The year-to-date total was 68.
- Capital Projects:
 - ❖ With the Assistance of Business Project Manager Tinney, the land agents have acquired an additional three easements for the Northeast Transmission Line.
 - ❖ The Loveland / Campion project was progressing well.
 - Staff were very pleased with the contractor.
 - ❖ The 54 Bridge Waterline Relocation is going well, and the project is expected to be completed by the end of 2023.
 - ❖ The Water System Master Plan is moving along.
 - There will be regular meetings for updates and the plan should be completed in early 2024.
- Development Projects:
 - ❖ Existing projects continued to enter different phases of acceptance.
- Other Engineering Department Activities:
 - ❖ Engineering Staff remained busy with referrals, development projects, capital improvement projects and the water court change case.
 - ❖ Design coordination with CDOT for their I-25 Segment 5 Improvement Project (Highway 66 to Highway 56) with Staff supplying CDOT with record drawings of existing infrastructure.
 - The next coordination meeting was expected later in December and Staff were hoping for more information regarding impacts and schedule.
 - ❖ Discussion continued with Brookfield for construction of the West I-25 Transmission Line, and funding of the required oversizing.
 - Easement acquisition is complete except for final negotiations with two property owners.

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

- Water use for the month of November was very low.
 - ❖ Water Resources Administrator Hoff was working with the Operations Department to review the master meter data for accuracy.
- Water Resources Manager Koch will be submitting the bill for carryover water to Business Manager Diekhoff.
- Ms. Koch noted that the 2023 – 2024 Water Year quota is at 50 percent and Northern will delare a supplemental quota in April 2024.

- Water Court Change Cases Updates:
 - ❖ Staff met with Home Supply and are moving forward with infrastructure design.
 - ❖ Staff will monitor Johnstown's Home Supply change of use case to determine if a settlement between Johnstown and the objectors affects its own Home Supply change case.
 - ❖ Firestone applied to the Water Court to use 6 wells for municipal use- 2 existing and 4 proposed. The judge dismissed the application for the 4 new wells.
 - The judge dismissed the case stating the two existing wells were enough.
 - Director Szmyd questioned if the wells were to be used to feed the SVWA and Ms. Koch advised that they were.
- The seasonal outlook report predicted near normal temperatures and slightly above normal precipitation.

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

- Locate requests and leak repairs were both higher than average.
- Monthly Water Quality Report:
 - ❖ Monthly Total Coliform samples were within acceptable parameters.
 - ❖ Disinfection Byproducts (DBP2) showed an increase in both the Total Trihalomethanes (TTHMs) and the Haloacetic Acids Fives (HAA5s) over the last six months, however, all results were below the Maximum Contaminant Level (MCL).
 - Mr. Lambrecht contacted CLFP and was advised they had to add additional chlorine to the water.
- Project Updates and Notes:
 - ❖ The antenna installation for the Telemetry Upgrades had been installed at two sites.
 - ❖ Staff are currently working to incorporate new radio signals into the existing Supervisory Control and Data Acquisition (SCADA) system.
 - ❖ Valve Exerciser Crew Leader Alan Cordova was able to return to the Valve Exercising project.
- Operations Manager Lambrecht advised the Board that due to the Colorado Department of Public Health and Environment (CDPHE) audit findings of two significant deficiencies and one violation a letter had been sent to all District customers advising of the situation.
 - ❖ Both deficiencies have been corrected.
 - ❖ The violation was addressed as the Twin Mounds Five Million Gallon (MG) Tank was put back into service and the Two MG Tank was drained so a Comprehensive Inspection could be completed.
 - ❖ The Comprehensive Inspection Report was submitted to CDPHE on November 28, 2023, and Mr. Lambrecht was waiting for a response to the updates.
 - ❖ Mr. Lambrecht noted there had been very few calls from customers about the letter.
 - Most of the calls were to thank the District for the information and communicating with the customers.

Discussion followed regarding what the District can test for when receiving Taste and Odor calls, and what information the District provides to customers if they wish to have further testing completed themselves.

DIRECTOR REPORTS

- Director Brandenburg advised he has fully recovered from his injury.
- Director Walker advised he passed his last physical.
- Director Martens noted that he and Director Szmyd are experiencing some of the same issues as the District with contractors not being able to complete work on their homes in a timely manner.
- Director Brandt noted he had hail damage to his property and is still waiting for the repair work to be completed.
 - ❖ Mr. Brandt noted the people he speaks with on the phone understand what is needed for the repair, however the people who come out to do the work do not bring the necessary materials.
- President McMurtrey advised the Cities of Boulder (Boulder) and Lafayette (Lafayette) are advertising for Ditch Rider and Operator positions.
 - ❖ Ms. McMurtrey noted that Lafayette offers housing with the position.

Staff were excused from the Regular Meeting at 7:40 p.m.

The Board went into Executive Session at 7:41 p.m. for C.R.S. §24-6-404(4) subpart (e) to determine positions relative to matters that may be subject to negotiation or to develop strategy for negotiations and instructing negotiators to discuss Agenda Item 6.2 Brookfield Term Sheet. The Board left the Executive Session for Agenda Item 6.2 at 8:42 p.m.

The Board went into a second Executive Session at 8:43 p.m. for C.R.S. §24-6-404(4) subpart (f) to discuss personnel matters – District Manager Kauffman’s Annual Review. The Board left the second Executive Session at 9:23 p.m.

It was moved by Director Szmyd, seconded by President McMurtrey, to adjourn the meeting at 9:24 p.m. Motion carried unanimously.

Respectfully submitted,

Amber Kauffman