

**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 15, 2022. Attendance was as follows:

Board of Directors:

Emily McMurtrey, President, Present
Steven Brandenburg, Present –
Attended Via Conference Call
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
Nancy Koch, Water Resources Manager
Ken Lambrecht, Operations Manager
Amanda Hoff, Water Resources
Administrator
Judy O'Malley, Recording Secretary

Other Attendees:

Clayton Orback, Little Thompson Water District Engineering Business Support Level II
Lee Johnson of Carlsen, Hammond, and Paddock, LLC

CALL TO ORDER

Board President Emily McMurtrey called the meeting to order at 5:00 p.m. followed by the recitation of the *Pledge of Allegiance*.

ROLL CALL

Roll call was taken. All Directors were present.

AGENDA REVIEW

It was moved by Director Bill Szmyd, seconded by Director Ed Martens, to enter into Executive Session at the end of the meeting citing §24-6-402(4)(b) C.R.S. for receiving legal advice on specific legal questions, and §24-6-402(4)(e) C.R.S. to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators in the matter of the Handy Ditch Company. Motion carried unanimously.

It was moved by Director Larry Brandt, seconded by Director Szmyd, to enter into Executive Session at the end of the meeting citing §24-6-402(4)(f) C.R.S. to discuss personnel matters – District Manager's performance review. Motion carried unanimously.

There were no other 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 Jim Walker, seconded by Director Martens, to approve the Consent Agenda, including:

- Minutes of the November 10, 2022, Regular Board Meeting,
- Tap List 683,
- November 2022 Disbursements in the amount \$2,386,691.57:
 - ❖ Operating Account: \$2,016,483.93:
 - ACH Manual Check Numbers 4156 to 4212 – \$1,665,293.36,
 - Check Numbers 10974 to 11040 – \$351,190.57
 - ❖ Payroll Account: (Two Bi-weekly payroll periods in October) for \$370,207.64:
 - Real Checks 2075 to 2109 - \$120,261.07
 - ACH Transmittal Vouchers O-2247 to O-2258 – \$177,244.85,
 - ACH Direct Deposit Numbers N-12134 to N-12206 – \$72,701.72,
- November 2022 Financial Report.

Motion carried unanimously.

DISCUSSION ITEMS

Carter Lake Filter Plant (CLFP):

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

- 7 Million Gallon (MG) Tank:
 - ❖ Warranty work was required on the tank due to issues with the paint. Connell Resources had been notified.
- Pretreatment Plant:
 - ❖ CLFP Staff had been discussing whether to continue adding fluoride into the water or to look into how to discontinue adding this into the water.
 - There is a global shortage of the additive and CLFP Staff are currently intermittently adding fluoride to the water.
 - The pretreatment plant can be designed differently if it is decided to discontinue adding fluoride to the water.

Discussion followed regarding the pros and cons of adding fluoride to water, and several directors requested additional information on the benefits and downsides of the additive, as well as information on what has to be done legally to discontinue adding fluoride to the water. The majority of Directors were in favor of continuing to add fluoride to the water.

- Dry Creek Reservoir:
 - ❖ CLFP started pumping Dry Creek Reservoir water on November 7, 2022.
 - Due to the number of taste and odor complaints received at the District office and the Longs Peak Water District (LPWD) office (a District wholesale customer) pumping was ended on November 17, 2022.
 - LPWD District Manager Gary Allan attended the CLFP meeting due to the taste and odor complaints.
 - The District received complaints from other wholesale customers as well.
 - ❖ Ms. Kauffman requested the pumping not resume until after the holidays.
 - District staff go on service calls if customers are not satisfied with the reason for the change in their water taste and odor, and Ms. Kauffman did not want on-call personnel having to take calls over the holidays.
 - ❖ Director Ryan Heiland questioned if the organics that cause the taste and odor issues can be removed through treatment.
 - Ms. Kauffman advised that water filters with activated charcoal can help with the issue.
 - ❖ CLFP Staff were trying to find a good ratio to be able to blend the water but lessen the effects of the difference in taste and odor.
 - ❖ Ms. Kauffman noted that a contract had been signed with Stantec Engineering to assist with the management of Dry Creek Reservoir.

Discussion followed regarding the need to use Dry Creek Reservoir water during the Northern Colorado Water Conservancy District's (Northern) annual canal shutdown in January 2023. There will also be a need to use the water due to the fact that Northern issued a 40% quota, especially if there is no additional quota issued in the spring.

- 2022 Audit:
 - ❖ CLFP Staff engaged BDO USA, LLP to perform the 2022 Audit in 2023.
- Finances:
 - ❖ CLFP received the first payment from the negotiations of the repair work on Filter 23.
 - ❖ The CLFP property insurance went up by 23 percent (equal to \$22,000) for 2023.
- Open Positions:
 - ❖ CLFP received several applications for an open position.

St. Vrain Water Authority (SVWA):

District Manager Kauffman presented the following information to the Board:

- District Staff had been receiving Colorado Open Records Act (CORA) requests from a Firestone customer.
 - ❖ One CORA request brought up the fact that SVWA had not presented their audit information to their Board.

- It was also noted that while SVWA did not need to perform an audit their first year, it was necessary every year since and it had been conducted as part of the Town of Firestone (Firestone) audit as they are managing the finances for SVWA.
- It was determined to perform the SVWA audit separately from Firestone going forward.
- ❖ Another CORA request brought up the fact that SVWA needed to pass an amended budget.
- The plant was expected to start up in January 2023 for testing.
 - ❖ The plant was expected to begin operating in March 2023.

Windy Gap Firming Project (WGFP):

District Manager Kauffman presented the following information to the Board:

- **Colorado River Connectivity Channel (CRCC):**
 - ❖ Work ceased on the channel for the winter.
 - ❖ Paperwork was in process in anticipation of change orders for the delays caused by the funding agreement delays of the Natural Resources Conservation Service (NRCS).
 - ❖ Riprap and embankment work was completed to provide limited protection until the early part of the construction season adjacent to the Windy Gap Reservoir.
 - Flows in the Colorado River will not enter the Windy Gap Reservoir now, protecting the facility for construction next year.
 - ❖ Work will begin again in May 2023.
- **Chimney Hollow:**
 - ❖ Generally, the project continues to be slightly behind the early completion schedule (17 days behind schedule for critical path items) so the contractor elected to work seven days per week to get caught up before the holiday break.
 - ❖ The dam construction is up 42 feet from the bottom with two to three lifts of asphalt being placed per day.
 - ❖ The plinth is 72% complete with the right abutment (east side) completed on November 21.
 - ❖ Grouting is 37% complete.
 - ❖ Currently the biggest challenge is for the dam earthworks on the sides to come up as fast as the asphalt goes up.
 - ❖ There was an outage on the Bald Mountain Tunnel for the Bureau of Reclamation (Bureau) and the connection to the pipeline.
 - The Bureau's work took longer than the reservoir's work and caused low water levels at Carter lake.
 - ❖ The need for additional financing/funding will continue to be discussed with the participants.
- **WGFP Enhancement Donor Fund Advisory Committee:**
 - ❖ The Advisory Committee received proposals from six groups.
 - ❖ The Committee will review the proposals with the intent to award projects in January.
 - ❖ The Committee is thinking of partial funding for several of the projects.
 - The goal is to fund projects that will help with the water quality issues for the Three Lakes Project.
 - Some of the funding will tie into the Mitigation Enhancements.
- **WGFP Mitigation Enhancements:**
 - ❖ Northern is hoping to have a feasibility level cost estimate for improvements to include nitrogen removal at the Frasier wastewater plant, a relocated discharge for the Granby wastewater plant, and reducing nutrient rich runoff from the C Lazy U Ranch.
 - Staff hope to have the cost estimates for these three projects in the first quarter of 2023.

Action Item: District Election Official (DEO) Designation – Resolution 2022-34:

District Manager Kauffman presented the following information to the Board:

By adoption of a resolution, the Board must appoint a DEO to carry out the 2023 District election duties.

It was moved by Director Martens, seconded by Director Walker, to adopt Resolution 2022-34 appointing Recording Secretary Judy O'Malley as the Designated Election Official for the 2023 Regular District Election. Motion carried unanimously.

Action Item: Motion to Approve: Resolution 2022-35 Mill Levy Certification:

Business Manager Angela Diekhoff requested the Board approve Resolution 2022-35 to certify the Mill Levies from Boulder, Larimer, and Weld counties at \$0.

It was moved by Director Szmyd, seconded by Director Heiland, to adopt Resolution 2022-35 Certifying the County Mill Levies at \$0. Motion carried unanimously.

Action Item: Motion to Approve: Resolutions 2022-36 and 2022-37 Authorization for Easement Acquisitions:

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

- Staff presented information on the West Interstate-25 (I-25) Transmission Line at the June 2022 Board Meeting and the Northeast Transmission Line project at the November 2022 Board Meeting.
 - ❖ These presentations requested board approval to continue moving the transmission line projects forward, including easement acquisition using the District's right of eminent domain if necessary.
- Staff has been advised by the attorney assisting the District with easement acquisitions, that formal resolutions are required to pursue use of the District's right of eminent domain.

Following discussion, **it was moved by Director Szmyd, seconded by Director Martens, to adopt Resolutions 2022-36 and 2022-37 authorizing staff to pursue easement acquisitions using the District's right of eminent domain if necessary. Motion carried unanimously.**

President McMurtrey called for a break at 6:10 p.m. The meeting resumed at 6:20 p.m.

Review of 2022 District Accomplishments:

District Manager Kauffman gave a presentation of the many accomplishments the District achieved in 2022.

2022 Goals Update:

In December 2021 the following District goals were presented that cover the five categories listed below. The below list includes updates of the status of each item:

- Raw Water Supply Planning:
 - ❖ Conservation – Increased focus during a transition year.
 - Goal met.
 - ❖ Consolidated Home Supply Change Case – Continue on change case, make significant progress easement acquisition for raw water infrastructure.
 - In progress. Home Supply approved the concept for a pump station at Lone Tree Reservoir.
 - ❖ Handy Ditch Company Change Case – Submit change case.
 - Very close.
 - ❖ Second Use – Opportunities with Firestone for implementation at SVWA. Proposal for Firestone – met with them Monday 12/5 to restart the conversation on their use of our second use water.
 - ❖ Dry Creek Photovoltaic – Green hydrogen feasibility study.
 - No substantial progress aside from research on green hydrogen and recent technological improvements.
- Treatment and Transmission:
 - ❖ Complete District Distribution Master Plan Update.
 - In process, but behind schedule.
 - ❖ Identify and Secure future East I-25 Treatment Plant property.
 - Goal changed and will come into focus after the master plan is complete.

- ❖ Capital Projects/Bonding Projects.
 - Progress ongoing. Lots of activity on the Twin Mounds Tank, much of it unanticipated. Completion of West 1st Street project.
- Relationships with Other Entities:
 - ❖ Town of Johnstown (Johnstown) – Complete an updated Intergovernmental Agreement (IGA).
 - Renewed existing IGA until March 2023 due to staffing issues at Johnstown.
 - ❖ Town of Berthoud (Berthoud) – Update IGA and solidify opportunities for Request for Offers (RFO) agreements.
 - Meeting monthly with Berthoud for more coordination/communication.
 - ❖ Obtain an agreement with Aurora Organic Dairy (AOD) for Water Dedication.
 - In progress with final draft versions to be issued to AOD the week of December 12.
 - ❖ Renew/Redo current agreement with Brookfield.
 - In progress. Substantial progress with majority of agreements. Additional work required, especially for the Lakes Management Agreement.
- Rules and Regulations Updates:
 - ❖ Section 8: Main Line Extension Policies and/or Developer Agreement.
 - No Progress.
 - ❖ General Overview and Board Engagement for broad changes.
 - On-going.
- Operations and Technology:
 - ❖ Getting 50% increase in Eye On Water users.
 - Goal met.
 - ❖ Reverse 911 system in place.
 - Evaluating options – planning implementation next year.
 - ❖ Telemetry Upgrades.
 - Level and water quality monitor installed at Dry Creek. Herbert Instrumentation completed an asset inventory and will provide recommendations.
 - ❖ Increase average operator level of distribution staff.
 - One staff member increased their level twice.
 - ❖ Complete a rate study.
 - In progress. Expecting completion in January 2023.
 - ❖ Update the 2019 salary study.
 - Goal met.
 - ❖ Successful elections.
 - Goal met.
 - ❖ Making website Americans with Disabilities Act (ADA) compliant.
 - Goal met.
- OTHER NOTABLE DISTRICT ACHEIVEMENTS/ACTIVITIES:
 - ❖ Updated Strategic Planning Priorities.
 - ❖ Significant progress on easement acquisition for the West I-25 Transmission Line Project.
 - ❖ Amendments/Updates to IGA's with LPWD, City of Loveland (Loveland) and Johnstown.
 - ❖ Many inclusions and exclusions were processed.
 - ❖ Absolute decree obtained for Barefoot Lakes.
 - ❖ Went through our first year of water restrictions with the current water shortage contingency plan.
 - ❖ Successfully engaging other entities in return flow coordination.
 - ❖ First delivery of Windy Gap water to customers.
 - ❖ Engaged in the Regional Leaders Water Strat-Op Committee.
 - ❖ Evaluated bonding capacity of the District for further expansion/cost escalation at CLFP.
 - ❖ Keeping up with significant development review and construction.
 - ❖ Geographic Information System (GIS) Presentation at Special District Association (SDA) Annual Meeting.
 - ❖ Successful Audit.
 - ❖ Compensation and Benefits survey completed.

- ❖ Put a new roof on the new building.
- ❖ Opted out of the Family Medical Leave Insurance (FAMLI) act.
- ❖ Greip Farm leased.
- ❖ Request for Proposal (RFP) advertised for an auditor – Proposals due January 2023 before board meeting.
- ❖ Section 6 (Specifications) are updated and going through final review by operations prior to publication.
- ADDITIONAL ACCOMPLISHMENTS NOTED BY BOARD MEMBERS:
 - ❖ Director Szmyd:
 - Operations Manager Ken Lambrecht spent a lot of time addressing issues with the Beacon Meters.
 - ◊ Ms. Kauffman noted that a lot of the “No Read” issues had been fixed.
 - ❖ President McMurtrey:
 - Ms. Kauffman arranged a special tour of the Windy Gap Project for the Board.
 - The Portable Document Format (PDF) version of the newsletters were being received via email.
 - Closed the loop in the system
 - Ms. Kauffman hosted a class on Water Law, Policies, and Institutions at the request of a Colorado State University (CSU) instructor and attorney.
 - ❖ Director Steve Brandenburg congratulated Staff on their work with AOD.

District Goals and Objectives:

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 3- to 5-year horizon:

1. In three years have a plan for 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 and determine what that location will be.
2. 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.
3. Plan, document, and begin implementation for use of our wholly consumable waters at SVWA.
4. Evaluate, discuss, and recommend other waters suitable for dedication or purchase, treatment, and delivery. (Other waters do not include ones currently accepted such as Consolidated Home Supply, Handy Ditch, or 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:
 - ❖ Handy Ditch shares into water court.
 - ❖ Easement acquisition for delivery of native water to Dry Creek.
 - ❖ Either a trade agreement or lease of second use water in the St. Vrain River.
 - ❖ Dry Creek Reservoir Management Plan and feasibility for floating solar.
 - ❖ Non-residential tap research for water allotment assignment.
- Treatment and Transmission:
 - ❖ Master Plan progress with accurate calibration using updated fire hydrant data.
 - ❖ Determination of necessary long term treatment capacity and priority locations.
 - ❖ Two transmission lines under construction.
- Relationships with Others
 - ❖ A successful Joint Board meeting with Central Weld County Water District (CWCWD).
 - ❖ Resume, and maintain, regular Manager Meetings with CLFP Manager Rick Whittet and CWCWD District Manager Stan Linker.

- ❖ Update the IGA with Johnstown.
- ❖ Update the IGA with LPWD and Town of Mead (Mead) after transition of ownership in Mead Crossing.
- Business Management:
 - ❖ 3rd Party Human Resources (HR) services.
 - ❖ Low income assistance evaluation.
 - ❖ Adjust rates after recommendations of rate study are presented.
 - ❖ Implement reverse notification system.
 - ❖ Update Employee Handbook.
 - ❖ Email bills.
 - ❖ Rewrite Sections 8 (Main Line Extensions) and 9 (Easements) of District Rules and Regulations.
 - ❖ Research census data to "know our customers".
 - ❖ Develop metrics to improve processes.
 - ❖ Complete staffing analysis and plan for next 10 years.
- Operations and Technology:
 - ❖ Complete GPS of cross-country lines.
 - ❖ Develop telemetry upgrade plan and begin implementation.
 - ❖ Create database for Lead Service Line Inventory.
 - ❖ Update Lead and Copper sample site list
 - ❖ All operations staff that are not currently Distribution Level 4 to level up one Distribution Level.
 - ❖ Complete first cycle of valve exercising.

Discussion occurred throughout the presentation with Board Members requesting clarification on some of the goals, whether some items on the list should be considered as goals, and whether staff will have time to work on the number of goals set forth.

Handy Ditch Company Update:

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

- The District has been working with the Handy Ditch Company ("Handy") since 2017 to change the use of the District's Handy shares to be used as a potable water supply.
- Unlike the Consolidated Home Supply Company, there has not been a significant change of use of Handy shares and there is no precedence for a ditchwide change of use case.
 - ❖ This makes a proposed water court application time-consuming and complicated.
- Precedent in Water Law (Catlin Provision) prevents an entity (such as the District) from filing an application with the Water Court to change the use of ditch shares before a ditch company reviews and approves such an application.
 - ❖ Under the Catlin Provision, the ditch company can also require the entity to reimburse all legal and engineering fees it incurs reviewing the application and participating in the water court proceedings.
- One of Handy's concerns was that the methodology and conclusions of the engineering report and language in the proposed decree for the application to Water Court could result in a lower yield of the changed shares than they had anticipated.
 - ❖ Working with Handy, the District has developed an engineering approach that maximizes the yield of the changed shares using data and analyses that will hold up in Water Court.
- Handy passed a policy in 2021 that requires application fees be fully paid before the Catlin Review.
 - ❖ Although an application fee for changing water rights is not unheard of, the Handy's application fee would require the District to pay over \$400,000 before it could file a Water Court Application.
 - ❖ The District has been working with Handy on a milestone type of agreement to reduce the application fee and spread the fee over the course of the Water Court process.
- Director Szmyd questioned the number of shares the District owns, what the yield of those shares are, and how many total shares Handy has.
 - ❖ Further discussion on the agreement with Handy was to be discussed in Executive Session.

STAFF REPORTS

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

- Fall Symposium:
 - ❖ Northern's Fall Symposium was held on November 15, 2022.
 - ❖ Ms. Kauffman was unable to attend, but there was great attendance, including several District Board Members.
 - President McMurtrey noted the symposium was packed, very long, but good information was presented.
- Regional Water Strat-Op Update:
 - ❖ Ms. Kauffman met with regional leaders (mayors, mayor pro-tems, and city managers) to discuss keeping Northern Colorado native waters in Northern Colorado.
 - The goal was to start an organization that might work on that process.
 - Some leaders fought against the idea, but others would like to see an organization with the power to generate revenue.
 - The Water Strat-Op group would come back to this topic in a few months to determine if it is viable.
 - ❖ Ms. Kauffman attended an all-day Regional Water Preservation retreat in Windsor on Friday, December 2, 2022, as part of the next phase of the Regional Water Strat-Op project.
 - The group talked about the needs and the potential solutions for trying to keep the native waters of Northern Colorado in Northern Colorado.
 - Many ideas were discussed and then attendees had to vote on their top three ideas.
 - ◇ One was creating a regional water entity and another was political pressure.
 - ◇ Political pressure is of concern because cities like Aurora buy northern waters and those entities have more funding due to their greater populations.
 - The facilitator will send attendees a summary of the meeting.
 - Meetings will continue in order to further define those ideas discussed at the meeting and identify the opportunities and challenges with each option.
- Marketing Support:
 - ❖ Staff began to engage Wildrock, a marketing and public relations firm, to move ahead with our marketing strategy.
 - ❖ One of the first steps Wildrock will take is to set up appointments with each of the Board Members to talk about each person's perspective on priorities.
 - Staff will be sending out emails to introduce the members of Wildrock and give contact information for them to reach Directors.
 - Directors were asked to let Staff know if there was specific contact information they preferred Staff to provide.
 - ❖ Ms. Kauffman and Business Manager Diekhoff will have a meeting with Wildrock before the January 19, 2023, Board Meeting, to discuss the strategic plan for marketing.
- Staffing:
 - ❖ Managers are beginning the annual reviews of Staff after the 2023 goals are set.
 - Managers work to complete all Staff reviews before the first paycheck for time worked in the new year.
 - ❖ The District Sr. GIS Specialist, Joe Robinson, resigned.
 - A company called IMEG was engaged to assist with all levels of GIS needs.
 - IMEG has been doing business with the District for years helping with issues where Mr. Robinson did not have the technical knowledge.
 - IMEG is a full-service company that does business with many other providers.
 - Staff are evaluating their capabilities and effectiveness with the District before deciding on replacing the position.
- ❖ Holiday Giving:
 - ❖ Annually the District collects donations from Staff to sponsor a local organization or family for the holidays.

- This year a chili cook-off was held to wrap up the collection period.
- Customer Service Supervisor/Conservation Specialist Holly Suess won the chili cook-off.
- ❖ The District also held a lunch on November 16, 2022, at Nordy's to distribute holiday bonus checks to Staff.
 - The employees were very grateful for the generosity of the Board.

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

- Office Update:
 - ❖ Accounting Technician Kathleen Blair officially retired after 20 years of service with the District.
 - The new Accounting Technician Prudence Webb was hired in October and is fitting in well with the team.
- Customer Service Supervisor/Conservation Specialist Suess and Water Resources Administrator Hoff gave a well-received conservation presentation at a recent Mariana Cove Homeowners Association (HOA) meeting.
 - ❖ Ms. Diekhoff expressed kudos to Ms. Suess and Ms. Hoff for their efforts in making a great presentation.
 - A goal for 2023 is to have the two of them work with more HOAs to further encourage conservation efforts from customers.
 - Director Martens is a resident of Mariana Cove and noted that attendance was much higher than normal, and how Ms. Suess and Ms. Hoff were surrounded by residents asking additional questions and compliments.
- Audit Update:
 - ❖ 10 firms downloaded the RFP documents.
 - Of those 10 firms, three are considered a match for audit services for the District.
 - ❖ The proposal deadline is January 12, 2023.
 - ❖ Staff expect to award a firm with a Letter of Engagement at the January 19, 2023, Board Meeting.
- EyeOnWater (EOW):
 - ❖ There was a total of 1,452 of the 1,158 goal for new users.
 - 15 percent of customers have created EOW accounts.

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

- There were two Tap Commitment Requests and three revisions to previous requests for November. The year-to-date total was 5,011.
- Capital Projects:
 - ❖ The entire West 1st Street project was almost complete, except for a small area of sod replacement that will occur in the spring of 2023.
 - ❖ CR Land Services had received favorable responses from property owners regarding initial easement discussions for the Northeast Transmission Line.
 - Actual offers were expected to begin in the next several weeks.
 - ❖ The Twin Mounds project continued to progress.
 - The blasting and priming of the interior wall section was completed.
 - The epoxy stripe coating of the wall welded seams was beginning.
 - ◊ Cold temperatures are a factor with epoxy and may slow the progress being made.
 - ❖ Supervisory Control and Data Acquisition (SCADA):
 - A second-use flow monitoring system at Lakeside Canyon in Mead had been installed.
 - ◊ The system was expected to be commissioned in the next few weeks.
 - Staff were expecting recommendations on inventory.
- Development Projects:
 - ❖ There were no new development projects.
 - ❖ Staff were working on development reviews, but activity had slowed down.
 - Most of the activity was coming from the Mead area.
- Other Engineering & GIS Activities:
 - ❖ A Construction Manager at Risk (CMaR) RFP was developed for the West I-25 Transmission Line and was put out to contractors via BidNet.

- A pre-proposal meeting was held on December 6, 2022, with eight contractors in attendance.
- Final easement negotiations continue which is approximately 80% complete.
- It will likely be necessary to exercise the District's right of eminent domain on at least one property.
- ❖ The Larimer County Road (LCR) 8 and LCR 21 roundabout infrastructure modification design was in progress.
 - The project was delayed as Larimer County was having difficulty obtaining easements.
- ❖ The 3rd and Welker Waterline Replacement design was in progress.
- ❖ Staff continued to be engaged in various Colorado Department of Transportation (CDOT) activities near District infrastructure along I-25.

Discussions followed regarding the progress of the Turion development, and how road widening affects existing utility infrastructure.

Water Resources Manager's Report: Water Resources Administrator Hoff reported on the following:

- The start of the 2022 – 2023 water year had been lower than the previous water year.
- Ms. Hoff noted that with the 40 percent quota from Northern and the District's supply of Windy Gap water it is possible the District could be out of water by April 2023.
 - ❖ Water Resources Manager Koch advised that the District does have carryover water and Dry Creek Reservoir storage.
 - ❖ District Manager Kauffman noted that a contractor was hired to assist with the water accounting for the District, CWCWD, and the entity that CWCWD leases Dry Creek Reservoir storage space to.
- Water Court:
 - ❖ Staff planned to schedule meetings with individual opposers to the Home Supply case.
- The District delivered Windy Gap water to customers starting on December 9, 2022, for the first time.
- Staff planned to submit a Letter of Intent to purchase three shares of Home Supply.
 - ❖ Staff would either bring their request to purchase the water to the Board at a future meeting or ask a developer to make the purchase and dedicate the shares to the District.

Discussion followed regarding whether the District should continue to purchase or accept shares of water that need to be taken to Water Court for change of use cases.

- The snowpack was about average for this time of year.

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

- Locates and leak repairs were normal.
- Monthly Total Coliform samples were within acceptable parameters.
- CWCWD's Lead and Copper sampling results were very good.
 - ❖ There was an issue with the District's sampling results as the samples were not tested in a timely manner due to a Respiratory Syncytial Virus (RSV) outbreak at the lab.
- Taste and Odor:
 - ❖ Mr. Lambrecht noted that all of the Taste and Odor calls Staff received did not result in work orders as most customers understood that CLFP was working on blending the Dry Creek Reservoir water into the primary water source.
- Telemetry Upgrades:
 - ❖ The District equipment inventory had been completed.
 - ❖ The contractor, Herbert Electrical & Instrumentation, was preparing the radio propagation study and recommendations report.
- Crew Leader Valve Exerciser Alan Cordova had exercised 5,076 out of a total of 6,315 valves.
- How the District conducts water loss audits was discussed.

DIRECTOR REPORTS

Director Martens asked District Manager Kauffman about the milestone reached in the approval process for the Glade Reservoir for the Northern Integrated Supply Project (NISP). Ms. Kauffman advised that the milestone reached was the Record of Decision (ROD) for NISP's permit.

Director Brandt advised everyone present that his natural gas bill had doubled for the same amount of gas usage.

President McMurtrey called for a break at 8:02 p.m.

The Board went into Executive Session, at 8:10 p.m. with Mr. Lee Johnson, District Manager Kauffman, Water Resources Manager Koch, and Water Resources Administrator Hoff. The Board returned from Executive Session at 9:05 p.m.

It was moved by Director Brandt, seconded by Director Heiland, to approve the Handy Ditch Agreement Concerning the Catlin Review Process subject to internal review and approval of invoices from Handy Ditch. Motion carried with six aye votes and one nay vote.

The Board entered into a second executive session at 9:10 p.m. and came out at 9:27 p.m.

It was moved by Director Szmyd to Adjourn the meeting at 9:32 p.m.

Respectfully submitted,

Amber Kauffman