

**Directors:**  
Emily McMurtrey, President  
Steven Brandenburg  
Larry Brandt  
Ryan Heiland  
Ed Martens  
Bill Szmyd  
James Walker



*Little Thompson Water District*

**District Manager:**  
Amber Kauffman, PE  
835 E Highway 56  
Berthoud, CO 80513  
  
Phone: 970-532-2096  
Fax: 970-532-3734  
[www.LTWD.org](http://www.LTWD.org)

## Regular Board Meeting Agenda

April 18, 2024 - 5:00 P.M.

1. Call to Order - *Pledge of Allegiance*
2. Roll Call:
3. Agenda Review:
4. Public Comment on Non-Agenda Items:
5. Consent Items:
  - 5.1. Minutes of the March 21, 2024, Regular Board Meeting.....Page 3
  - 5.2. Minutes of the February 28, 2024, Joint Board Meeting .....Page 12
  - 5.3. Tap List 699 .....Page 18
  - 5.4. March 2024 Disbursements Report.....Page 20
  - 5.5. March 2024 Financial Report .....Page 28
6. Discussion Items:
  - 6.1. Employee Manual .....Page 34
  - 6.2. Carter Lake Filter Plant .....Page 35
  - 6.3. St. Vrain Water Authority .....Page 36
  - 6.4. Windy Gap Firing Project Update .....Page 37
  - 6.5. Lead Service Line Investigation Update .....Page 39
  - 6.6. Public Hearing: Action Item: Motion to Approve: .....Page 41  
Resolution 2024-11 Larimer County Inclusions  
Resolution 2024-12 Weld County Inclusions  
Resolution 2024-13 Larimer County Exclusions  
Resolution 2024-14 Weld County Exclusions
7. Staff Reports:
  - 7.1. District Manager’s Report.....Page 50
  - 7.2. Business Manager’s Report .....Page 52
  - 7.3. District Engineer’s Report .....Page 53
  - 7.4. Water Resources Manager’s Report .....Page 55
  - 7.5. Operations Manager’s Report and Water Quality Update .....Page 58
8. Director Reports:
9. Adjournment.

# Agenda Item Summary

Little Thompson Water District

Date: April 18, 2024

Item: 5.1

Staff: Amber Kauffman, District Manager

**Subject:** Minutes of the March 21, 2024, Regular Board Meeting.

**Staff Recommendation:** Staff recommends approval.

**Discussion:**

This document is a draft copy of the:

**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, March 21, 2024. 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  
Nancy Koch, Water Resources Advisor  
Amanda Hoff, Water Resources Manager  
Kammy K. Tinney, Business Project  
Manager

**CALL TO ORDER**

The recitation of the *Pledge of Allegiance* occurred, followed by President Emily McMurtrey calling the meeting to order at 5:05 p.m.

**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 being no public comments, the Public Comments period was closed.

**CONSENT AGENDA**

It was moved by Director Bill Szmyd, seconded by Director Larry Brandt, to approve the Consent Agenda, including:

- Minutes of the February 15, 2024, Regular Board Meeting,
- Minutes of the February 26, 2024, Special Board Meeting,
- Tap List 698,
- February 2024 Disbursements in the amount \$1,937,842.92:
  - ❖ Operating Account: \$1,586,412.82:
    - ACH Manual Check Numbers 5235 to 5304 – \$1,175,981.90,
    - Check Numbers 11729 to 11754 – \$410,430.92,
  - ❖ Payroll Account: (Two Bi-weekly payroll periods in February) for \$351,430.10:
    - ACH Transmittal Vouchers O-2443 to O-2453 – \$178,458.13,
    - ACH Direct Deposit Numbers N-13368 to N-13446 – \$172,971.97,
- February 2024 Financial Report.

Motion carried unanimously.

## DISCUSSION ITEMS

Development Agreement Template:

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

- Staff had been working to put together an agreement for use with development projects to help ensure the requirements of development are clear when the plat is approved for any development.
  - ❖ The type of developments that used to occur in the District were residential and mostly small and more rural in nature.
  - ❖ Many of the new developments are rather large and dense with more types of proposed uses in the same plat (i.e., commercial and residential).
    - This newer type of development can create other phasing issues and various improvement requirements.
  - ❖ The District would also like to implement a monetary surety for all development such that during the project and through the warranty period the District has resources to fix/finish the work if the developer/contractor abandons the project responsibilities.
  - ❖ Staff developed the agreement based on other jurisdictions requirements/forms and modified it to fit LTWD.
  - ❖ Staff have also had Legal review the agreement and incorporated their comments.
  - ❖ The proposed agreement:
    - Identifies offsite waterline improvements required by the development and references the last commitment letter issued by the District.
    - Identifies waterline construction standards and plan review by the District.
    - Requires inspection and testing services for waterline construction.
    - Identifies raw water dedication requirements.
    - Addresses requirements for development with proposed non-potable systems.
    - Identifies the approval process and surety requirements for the waterline construction.
    - Identifies when taps can be purchased in the process (residential is different than nonresidential).
    - Provides a section for oversizing reimbursement of waterlines (that definition is in Section 6 Specifications of the Rules and Regulation).
    - Provides a Main Line Extension section that identifies how the main line extension reimbursement or payment will occur.
- Staff will bring an Updated version of Section 8 of the Rules and Regulations to the Board if the Development Agreement Template is approved.

Discussion occurred throughout the presentation regarding the following topics:

- Monetary surety,
- Water dedications,
- Policy clarity has been needed for some time.

**It was moved by Director Szmyd, seconded by President McMurtrey, to approve the Development Agreement Template. Motion passed unanimously.**

Public Right to Information Policy: Resolution 2024-06:

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

- The District's current policy included in Section 206 of the Rules and Regulations was adopted in 2016 and calls for a \$30.00/hour fee.

- ❖ The policy as written does not include language for periodic updates to the fee allowed per statute.
- The fee has since been adjusted to \$33.58/hour and is anticipated to increase to \$40.00 plus or minus in 2024.
  - ❖ The ability to adjust research and retrieval fees periodically as noted in C.R.S. 24-72-205(6)(b) is included in Section 6 of the proposed Resolution.
- Staff recommend adoption of the Colorado Open Records Act (CORA) Policy Resolution to allow for collection of research and retrieval fees in the maximum amount permitted by statute.

Discussion occurred throughout the presentation regarding the following topics:

- The number of CORA requests the District receives,
- What type of CORA requests the District receives.

**It was moved by Director Ed Martens, seconded by Director Jim Walker, to adopt Resolution 2024-06 Establishing a Policy for Requests for Public Records and Assessing Charges for the Production of Public Records. Motion passed unanimously.**

Public Hearing Action Item: Motion to Approve Rates and Fees:

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

- The background information on the process and work with Wildan to update the following fees:
  - ❖ Rules and Regulations Section 1501.2 Schedule A – Tap Fees:
    - Plant Investment Fees (PIFs) for Non-Residential 3-inch and 4-inch Taps (recommendations came from Wildan).
  - ❖ Rules and Regulations Section 1502.2 Schedule C – Miscellaneous Fees:
    - New Administrative Hourly Fee,
    - CORA-Open Record Fee,
    - Capital Impact Fees,
      - ◇ Based off the replacement cost for new, less depreciation.

Discussion occurred throughout the presentation regarding the following topics:

- If the District has many 3 or 4-inch taps,
- If there was any way to simplify the rates and if a rate hearing must be scheduled,
- Making sure the District has every rate publicized as required.

The Public Hearing had been properly publicized. No written objections were received. President McMurtrey opened the Public Hearing at 5:31 p.m. No public was present, and the Public Hearing was closed at 5:32 p.m.

**It was moved by Director Szmyd, seconded by Director Ryan Heiland, to approve the updated rates as presented to the Board. Motion carried unanimously.**

Debrief Central Weld County Water District (CWCWD) – LTWD Joint Board Meeting:

District Manager Kauffman presented the following summary of the meeting to the Board:

- Ms. Kauffman noted that she felt both Boards provided good feedback.

- Carter Lake Filter Plant (CLFP) Pretreatment Presentation:
  - ❖ Josh Cook, P.E. and Randal Williamson of NEC Engineering provided the group with a virtual tour of the new pretreatment plant and expanded filter plant.
  - ❖ Mr. Cook reported that the pretreatment plant would provide 10 Million Gallons per Day (MGD) capacity by gravity to the north plant and 17.5 MGD to the north plant when pumped.
  - ❖ The pretreatment project would extend the capacity of both plants to 65 MGD.
  - ❖ The updated construction cost estimate was \$51 Million (M).
- Dry Creek Reservoir Operations:
  - ❖ Regarding the new pump at Dry Creek, the pump will allow a 10 percent mix of Dry Creek water year-round.
  - ❖ Additionally, CLFP Manager Rick Whittet thought that Copper Sulfate treatment at Dry Creek Reservoir should begin as early as late May, depending on initial testing for algae.
- District Native Waters:
  - ❖ CWCWD has been worried about water quality from the District's raw water sources entering Dry Creek.
  - ❖ The water quality summary was provided to CWCWD and CLFP for their review.
  - ❖ There were a couple of constituents that could be a concern, but most were lower than those currently in Dry Creek Reservoir.
- CWCWD I-25 Treatment Plant:
  - ❖ CWCWD is evaluating a public-private partnership (PPP) to construct their East I-25 Treatment Plant.
  - ❖ CWCWD would own the plant, but the private company would pay for and construct the plant.
    - A payback would be required over 30 years.
  - ❖ CWCWD would be a customer just like other participants.
    - Other agencies interested in capacity include the City of Evans (Evans), the Town of Milliken (Milliken), and the Town of Johnstown (Johnstown).
    - CWCWD would like the District to consider being a customer.
  - ❖ The minimum size of plant they would construct would be a 5 MGD plant.
    - The site could accommodate a plant up to 120 MGD capacity.
  - ❖ CWCWD would use their existing 20-inch treated waterline to deliver raw water from Dry Creek Reservoir to the plant.
    - District customers on that line would need to have other provisions for water service prior to the use of that line for the treatment plant.
- District Projected Water Use/Restrictions:
  - ❖ The District has experienced growth of between six and eight percent (by equivalent taps) over the past three years and is therefore concerned about plant capacity and the timing of the pretreatment project.
  - ❖ CWCWD has had negative growth and the growth with their wholesale customers has stagnated.
    - The Town of Firestone's (Firestone) use of the St. Vrain Water Authority (SVWA) will help alleviate growth demand at CLFP.
  - ❖ Both parties agreed to encourage water schedules for customers to water three times per week to help with plant capacity.
    - Ms. Kauffman said she would assist where possible to encourage Firestone to use the same schedule.
- Ms. Kauffman and the District Board appreciated the work that CWCWD Office Manager Roxanne Garcia put into arranging the Joint Board Meeting.

## CLFP:

District Manager Kauffman presented the following information to the Board:

- BDO, the auditor for CLFP, presented their findings for the 2023 fiscal year.
  - ❖ The results of the audit were presented with corrected and uncorrected misstatements.
  - ❖ The uncorrected misstatements were determined to be immaterial to the financial statements taken as a whole, considering both qualitative and quantitative factors.
  - ❖ The auditor identified one material weakness in the audit that was a repeat comment.
  - ❖ The material weakness was for the proposed multiple material adjustments to the Plant's accounting records due to incorrectly posted year-end accrual and closing entries.
  - ❖ The auditor recommended that the Plant establish effective review policies and procedures as a customary part of the year-end closing process.
  - ❖ The CLFP board approved the audit as submitted.
- The delivery of the new one MGD pump for the pump station at Dry Creek Reservoir has been delayed and is now expected to be onsite by the end of April.
  - ❖ No updated schedule for the start of the pump station has been provided but will be at the next CLFP board meeting.
- The media in the upflow clarifiers were replaced in clarifiers 16 and 19 and is ready to go into service.
- Josh Cook, P.E. requested the board to think about what type of fencing and how much fencing be installed at the south plant and be ready to discuss at the next meeting.
  - ❖ There was some concern for wildlife getting caught on any barbed wire on the top of fencing.
  - ❖ The need for fencing is being considered now, rather than later for construction activities to prevent theft as well as the longer-term protection of the filter plant.
- CLFP Plant Superintendent Darrell Larson is expected to retire at the end of 2024.

## SVWA:

District Manager Kauffman presented the following information to the Board:

- There was a request for approval of a contract for Injection Well Temperature Logging Services.
  - ❖ The service was not budgeted but is only required every four years.
  - ❖ The contract amount was \$23,189.00.
  - ❖ The test results are due to the Environmental Protection Agency (EPA) in one month.
  - ❖ The board approved the contract.
- It was decided that Firestone's Information Technology (IT) department should manage SVWA's Microsoft (MS) 365 account.
  - ❖ The SVWA Board felt the Firestone IT department should investigate using MS Teams for meetings from the current MS 365 Business Basics package the Authority already has.
  - ❖ There is some serious concern that Zoom is not secure and people can hack into the meeting and listen without anyone in the meeting knowing.
  - ❖ This is a concern for executive and/or privileged conversations/meetings.
- SVWA's legal counsel will be providing the Board with a resolution for Americans with Disabilities Act (ADA) Compliance in the coming month ahead of the July 1 deadline.
- There was a testing issue with Colorado Analytical in February that indicated a significant level of Fluoride.
  - ❖ Colorado Analytical had some issues with maintaining qualified, trained employees.
  - ❖ Further testing indicated that the fluoride levels were normal.

- Julie Svaldi, the Firestone appointee and SVWA Board President, is moving and the March 11 meeting will be her last.
  - ❖ She will be missed as she is a good leader for the organization.

President McMurtrey called for a break at 6:07 p.m. The meeting was reconvened at 6:13 p.m.

Public Hearing: Action Item: Resolutions 2024-07 and 2024-08 Inclusions and 2024-09 Exclusions:

The Public Hearing had been properly publicized. No written objections were received. President McMurtrey opened the Public Hearing at 6:14 p.m. No public was present, and the Public Hearing was closed at 6:15 p.m.

**It was moved by Director Szmyd, seconded by Director Heiland, to adopt Resolution 2024-07 Inclusion (Tanner), Resolution 2024-08 Inclusions (Artesia Lot Holdings, Hartman/Hood, Richmond American Homes, Schaal) and Resolution 2024-09 Exclusions (CR II, Centerra Investments/CR II/CR Development, Centerra Properties West, Salg Family). Motion carried unanimously.**

Designating Staff Authorized to Transact Adams Bank and Trust Business: Resolution 2024-10: District Manager Kauffman presented the following information to the Board:

- With the retirement of Operations Manager Ken Lambrecht, Adams Bank and Trust requested an updated resolution from the Board stating what District employees have permission to transact business.

**It was moved by Ed Martens, seconded by Director Szmyd, to adopt Resolution 2024-10 authorizing specific employees to transact business on behalf of the District. Motion carried unanimously.**

## STAFF REPORTS

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

- Meetings:
- Ms. Kauffman had lunch with Kevin Gertig, the City of Loveland (Loveland) Water and Power manager, on February 20 where the following topics were discussed:
  - ❖ Regional projects and organizations,
  - ❖ Opportunities between the two entities,
  - ❖ Training opportunities at Loveland for Commercial Driver's License (CDL) drivers,
  - ❖ Metro district on-hold statuses by Loveland's City Council,
  - ❖ Emergency Response training,
  - ❖ Along with other topics.
- Ms. Kauffman had lunch with Ken Matthews, the Town of Berthoud's (Berthoud) Utility Manager, on February 21 where the following topics were discussed:
  - ❖ An Intergovernmental Agreement (IGA) update with service area boundaries,
  - ❖ Berthoud's need for supplemental water of nearly 0.75 MGD until their 1 MGD water treatment plant improvements can be completed (2026-mid 2027),
    - The District has told Berthoud that water can be provided this year, but Staff are not sure about future years.
    - Staff conveyed the estimated timeline of the CLFP pretreatment plant being on-line with additional capacity.



- ❖ The status and considerations of the two entities' respective water court cases,
- ❖ Developments around Berthoud that may impact or require the relinquishment of District taps.
- ❖ Director Steve Brandenburg recommended Ms. Kauffman request Berthoud implement water restrictions in-line with the District's.
  - Ms. Kauffman felt this to be a good idea.
- District Activities:
  - ❖ Ms. Kauffman offered kudos to District Staff who were working hard and quickly to pull together the work plan for the Lead Service Line Inventory (LSLI) project.
    - A big shout out to District Engineer Brad E. Eaton for helping to move things along and to Business Project Manager Tinney for being willing to be the District Project Manager.
    - This will be a big undertaking for the District under a tight timeline.
    - The District has engaged our marketing firm for a communication strategy for our customers; an engineering firm to help manage the field work; and is opening bids for the potholing on March 21.
  - ❖ Ms. Kauffman and Business Manager Diekhoff will be working with the Operations Team to determine the appropriate responsibilities and needs for a new Operations Manager.
    - Ms. Kauffman appreciates how willing people are to help pick up various tasks to assist during the position's vacancy.
  - ❖ Ms. Kauffman did not provide the regular quarterly updates for the Windy Gap Firing Project (WGFP) or the District goals for 2024.
    - Ms. Kauffman did note that breakthrough of the tunnel had occurred for the WGFP, and the Barefoot Agreement had been completed.

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

- Board:
  - ❖ The District owes the Board Members for the Special Rate Hearing and Mileage Paycheck from March 14, 2024.
    - Ms. Diekhoff noted the Board had been paid for the February Board Meeting and Joint Board Meeting.
    - Ms. Diekhoff apologized for missing pay for the third meeting for the Rate Hearing but will add to the next payroll check, date March 28, 2024.
  - ❖ Ms. Diekhoff requested Board permission to leave the Dashboard out of the monthly Board Packet since it is provided as a placemat during the meeting.
    - Ms. Diekhoff noted it is extremely difficult to make the Dashboard ADA compliant for the online version of the Board Packet.
- Kudos to the Backhoe Crew:
  - ❖ The District received a card from a customer on Valley Oak Drive stating the customers were very pleased with the work done by the District crew, particularly the leak clean-up.
    - Ms. Diekhoff believes Water Maintenance Workers Kris Behrens and Gabe Smith went out to the site a few times.
    - The customer stated the crew was courteous and attentive, and they appreciated it very much!
- Allotment Postcards:
  - ❖ Four different allotment postcards had been mailed to customers based on their type of account.
    - Standard Taps within their allotments,
    - Standard Taps that go over their allotments,

- Urban Taps within their allotments,
  - Urban Taps that go over their allotments.
- EyeOnWater (EOW):
  - ❖ District customers signing up for new EOW accounts continued to increase slightly.

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

- There were four new taps and no Accessory Dwelling Unit (ADU) Commitment to Serve Requests for February. The 2024 total was 13 taps and one ADU.
- Capital Projects:
  - ❖ The Loveland/Campion project substantially completed and expected to be finished in the next few weeks.
  - ❖ The H2 and RFO Raw Water Infrastructure project was progressing well.
- Development Projects:
  - ❖ Access 25 South will be a new development with nine commercial lots going in the Town of Mead (Mead).
- Other Engineering Department Activities:
  - ❖ Colorado Department of Transportation (CDOT) presented a draft Standard Utility Agreement (SUA) for the Segment 5 impacts to the District.
    - Staff was reviewing the SUA.
  - ❖ Organization of the LSLI project was well underway.
    - Potholing investigation of service lines was expected to start in early April.
  - ❖ Shoulder damage occurred due to the West 1<sup>st</sup> Street Project.
    - Staff were working with Larimer County to remediate the area.

**Water Resources Manager's Report:** Water Resources Manager Amanda Hoff and Water Resources Advisor Nancy Koch reported on the following:

- Water Resources Advisor Koch presented the Raw Water Master Plan Update to the Board.
- Highlights of the presentation were as follows:
  - ❖ A milestone for the completion of the Master Plan was learning the new water demands per development.
    - Most developments are in Mead.
  - ❖ Staff will incorporate the future demands by development into planning for:
    - Second use water,
    - Water treatment plant source,
    - Infrastructure limits,
    - Future supply location.
  - ❖ The Future Demands data was to be sent to the Farnsworth Group the following week.
    - The Farnsworth Group will develop the Water System Master Plan based on the data to include:
      - Evaluate water demand and impact to treatment capacity,
      - Five-year increments,
      - Assumptions.
- Water Resources Manager Hoff reviewed the following with the Board:
  - ❖ The Monthly Water Use for February 2024 was lower than predicted but was about the same as the maximum water use from 2015 through 2024.
  - ❖ The Cumulative Water Use for February was close to the projected amount.
  - ❖ Ms. Hoff reviewed the current Snow Water Equivalent data.

**Operations Manager's Report and Water Quality Update:** District Manager Kauffman reported on the following:

- Locate requests were close to normal in February, however, Leak Repairs had increased.
- Monthly Water Quality Report:
  - ❖ Monthly Total Coliform samples were within acceptable parameters.
  - ❖ Lead and Copper samples will be taken later in 2024.
- Project Updates and Notes:
  - ❖ Pre-bid meeting was held on February 29 for the LSLI project potholing service lines for material verification.
    - Bid opening was scheduled for March 21.
  - ❖ A total of 6,370 out of 6,564 valves had been exercised.

Discussion followed regarding the Beacon Meters. Different meter types are being tested throughout the District to determine what type has the best service.

## **DIRECTOR REPORTS**

- President McMurtrey encouraged Board Members to attend the Northern Colorado Water Conservancy District (Northern) Water Symposium on April 2.
- Director Brandt advised he had received a notice from Poudre Valley Rural Electric Authority (PVREA) that a tree on his property must be trimmed. Mr. Brandt also noted a 6,000-unit subdivision is planned for the intersection of Weld County Rd. (WCR) 52 and Highway 257.
  - ❖ Mr. Brandt also advised the Buc-ee's Gas Station has opened and he does not understand the phenomenon.
- Director Heiland advised that Colorado Governor Polis signed a bill limiting non-functional turf.
- Director Szmyd noted the Northern East Slope Tour is open for registration.
  - ❖ District Manager Kauffman added that she was not sure if a West Slope Tour would be added.
  - ❖ Mr. Szmyd also advised Loveland just completed a rate study and currently have flat rates.
    - Mr. Szmyd researched how tiered rates affect water usage and found there is very little impact on water use.

**It was moved by Director Szmyd, seconded by President McMurtrey, to adjourn the meeting at 7:25 p.m. Motion carried unanimously.**

Respectfully submitted,

*Amber Kauffman*

# Agenda Item Summary

Little Thompson Water District

Date: April 18, 2024

Item: 5.2

Staff: Amber Kauffman, District Manager

**Subject:** Minutes of the February 28, 2024, Joint Board Meeting.

**Staff Recommendation:** Staff recommends approval.

**Discussion:**

This document is a draft copy of the:

**MINUTES OF THE JOINT MEETING  
OF THE BOARD OF DIRECTORS  
OF LITTLE THOMPSON WATER DISTRICT  
AND CENTRAL WELD COUNTY WATER DISTRICT**

The Board of Directors of Little Thompson Water District (LTWD) met in a Joint session with the Board of Directors of Central Weld County Water District (CWCWD) on Wednesday, February 28, 2024. Attendance was as follows:

CWCWD Directors and Staff in Attendance:

Albert L. Lind, Vice-President  
Katie Strohauer, Secretary-Treasurer  
T. Scott Meining, Director  
Pete Ulhrich, Director  
Stan Linker, District Manager  
Roxanne Garcia, District Office Manager

LTWD Staff in Attendance:

Emily McMurtrey, President  
Steven Brandenburg, Vice-President  
Larry Brandt, Treasurer  
Ryan Heiland, Director  
Ed Martens, Director  
Bill Szmyd, Director  
James J. Walker, Director  
Amber Kauffman, District Manager  
Judy O'Malley, Recording Secretary

CLFP Staff in Attendance:

Rick Whittet, Plant Manager  
Bryan Beberniss, Chief Operator

Other Attendees:

Josh Cook, P.E., NoCo Engineering  
Andy Williamson, NoCo Engineering  
Wes LeVanchy, WEL Consulting, Inc.

**CALL TO ORDER**

CWCWD Vice-President Albert Lind called the meeting to order at 5:06.

**ROLL CALL**

Roll call was taken. CWCWD President James W. Park was absent. All other Directors were present.

**AGENDA REVIEW**

There were no changes to the agenda.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

There were no public comments.

**DISCUSSION ITEMS**

**NoCo Engineering Company (NEC) Pretreatment Presentation:**

Josh Cook, P.E., presented the following information to the Boards:

- Mr. Cook provided an architectural visualization to review the design of the pretreatment plant.
  - ❖ Some of the main points of the design include:
    - Storage for 32 to 33 million gallons of water per day (MGD).

- The flow rate to the North Plant will be 10 MGD without pumps and 17.5 MGD with pumps.
- The Dissolved Air Flotation (DAF) Station will have saturation tanks and two flocculation containers up front.
  - ◇ Contact time will be 25 minutes versus the current one to two minutes.
  - ◇ The additional contact time will help with turbidity, total organic carbons (TOCs), and taste and odor.
  - ◇ Carter Lake Filter Plant (CLFP) has been tested for per- and polyfluoroalkyl substances (PFAS) and a negligible amount was found.
  - ◇ Solids that rise to the top will be moved to the sludge pool.
- A clearwell will be located beneath the pretreatment building that will hold approximately 700,000 gallons of water.
- The new cost estimate includes everything, even inflation estimates, and is currently at \$50,000,000.
  - ◇ Mr. Cook did not want to skimp on quality but saved money where possible, by reusing certain materials.
  - ◇ Mr. Cook hired LSI to procure the electrical materials beforehand to avoid delays.
- Preparation work has started on the South Plant to prevent more than a quick shutdown during construction.

#### Roundtable Discussion – Dry Creek Reservoir (Dry Creek) Operations: Native Water and Interstate-25 (I-25) Treatment Plant:

Josh Cook, P.E., presented the following information to the Boards:

- Dry Creek has three pumps that can pump between 2.0 and 2.1 MGD.
  - ❖ A one MGD pump will be installed by the end of April.
- Treatment of Dry Creek for geosmin and 2-Methylisoborneol (MIB) will begin in May.
  - ❖ Testing for the presence of these naturally occurring compounds cannot be done while the water is cold.
    - Geosmin and MIB are usually present between June and October.
  - ❖ CWCWD District Manager Stan Linker questioned LTWD District Manager Amber Kauffman regarding the presence of geosmin and MIB in LTWD's native waters.
    - Ms. Kauffman advised that since the drought in 2002 LTWD has been working to diversify the water supplies.
      - ◇ Ms. Kauffman noted the water quality at Lonetree Reservoir shows lower levels of geosmin and MIB than Dry Creek, but higher silica and turbidity.
    - Ms. Kauffman further advised the group that LTWD is currently evaluating pumping stations and pipeline layouts to bring the native waters from Lonetree Reservoir to Dry Creek.
      - ◇ LTWD expects it will take one to two years to obtain easements and design for the pipeline layout will occur as easements are obtained.
      - ◇ LTWD is hopeful the native water pumping stations and pipeline will be completed close to the completion of the pretreatment plant for CLFP.

The group discussed the possibility of LTWD using native waters for non-potable systems, which waters LTWD owns that can be used in such a manner, and that LTWD is working with some developments in the Town of Mead (Mead) to set-up non-potable systems.

- LTWD Director Ed Martens questioned the result of LTWD releasing water out of Dry Creek.
  - ❖ Ms. Kauffman advised the only reason Northern Colorado Water Conservancy District (Northern) allowed the release was because LTWD Staff located a party that could have beneficial use of the water.
  - ❖ CLFP Manager Rick Whittet advised the water quality at Dry Creek had begun to degrade in 2012.
  - ❖ Mr. Linker noted Dry Creek was to be used as drought protection.
  - ❖ It is expensive to pump water from Dry Creek to CLFP, but hopefully pumping one MGD will help to turnover the water without as many taste and odor issues.
- A Floating Photovoltaic System could help reduce evaporation and algae growth.
  - ❖ Ms. Kauffman noted that if only LTWD installs a system on half of Dry Creek it may not generate enough energy to sell back to the electricity grid and offset the expense.
  - ❖ Mr. Linker advised CWCWD would not be able to take on another project at this time.
- The costs of demolishing an existing shed and rebuilding a new one at Dry Creek are being evaluated.
- The cost of obtaining a new boat for LTWD Staff to perform water sampling on Dry Creek was being evaluated.
  - ❖ Ms. Kauffman advised Staff were reviewing a more stable style of boat such as a Zodiac.
- CWCWD is still leasing some of their storage space in Dry Creek to other water providers.
- Ms. Kauffman advised LTWD Staff are developing a Raw Water Master Plan.
  - ❖ The Raw Water Master Plan will be used to assist LTWD Staff in determining the best uses for every type of water the district owns and if Windy Gap water can be firmed in Dry Creek, among other concerns.

#### Roundtable Discussion: CWCWD East I-25 Treatment Plant:

CWCWD District Manager Linker presented the following information to the Boards:

- CWCWD is engaging in a progressive design / build concession of a public-private partnership (P3) process.
  - ❖ The Orrick law firm is drafting an engagement letter between CWCWD and Table Rock Infrastructure Partners (Table Rock) encompassing the following scope:
    - New greenfield water treatment plant, pipeline and storage facility located at a 50-acre greenfield site.
    - The project scope and development process will encompass a Design, Build, Finance, Operate and Maintain (DBFOM) scope with committed 30-year financing and Operations and Maintenance (O and M) agreement in the form of a Concession Agreement (CA).
    - Table Rock will manage a process made up of five tasks:
      - ◇ Task 1: Master Plan, Conceptual Design, Draft Financial Model with up to three options for building the project.
        - Initial cost estimates typically reflect a 20 to 30 percent contingency.
        - Part of the Master Plan would include the expectations and demands of the municipalities who would be potential CWCWD customers.

- ◇ Task 2: Basis of Design Report (BODR) 10 percent design preferred option.
    - Updated financial model.
  - ◇ Task 3: 30 percent Design and Engineering, updated financial model, first draft concession contract and risk register.
    - Updated cost estimate 10 to 20 percent contingency.
  - ◇ Task 4: 60 PERCENT PLUS Design and Engineering Guaranteed Maximum Price (GMP) final concession contract and risk register.
  - ◇ Task 5: Plant.
    - Acceptance testing and initiation of 30-year O and M agreement.
- ❖ CWCWD retains the right to approve work products at the end of each task and exit the process at its sole discretion if it so chooses not to continue for any reason.
  - If the process continues from task-to-task Table Rock covers development costs, which are ultimately capitalized into project financing in Task 4 if the GMP is approved and CWCWD enters a 30-year concession contract.
  - If CWCWD chooses not to continue the process for any reason at the conclusion of a Task it is obligated to reimburse Table Rock for work products produced and owns the work products having no further obligations to Table Rock.
- Initiate interviews with prospective design engineering firms.
  - ❖ To move the process forward CWCWD needs to interview qualified design engineers to perform the design build scope.
  - ❖ In progressive design build the design engineering partner is selected based on qualifications.
  - ❖ Table Rock would like to initiate joint interviews with three prospective firms:
    - Aecom,
    - Black and Veatch,
    - Jacobs Engineering.
  - ❖ Under progressive design, the entirety of the process is open book and collaborative with CWCWD, starting with the interviewing process.
  - ❖ CWCWD would like to conduct two or three interviews in Greeley the week of March 4, 2024.
    - Black and Veatch, and Aecom.
    - Identify dates and times for two interviews.
    - Jacobs Engineering or an alternate soon thereafter.
- Draft engagement letter.
  - ❖ CWCWD are anticipating circulating a draft engagement letter shortly.
  - ❖ If it is timely, considering progress made by counsel (Orrick, and Kutak Rock LLP) CWCWD propose to go over the letter when they are in Greeley.

Discussion occurred throughout the presentation including the following:

- What type of water will CWCWD be able to treat.
- Which transmission lines will be used to bring Dry Creek water to the CWCWD plant (the 20-inch or the 42-inch).
  - ❖ Contact time will be increased by bringing Dry Creek water to the CWCWD plant easing some of the taste and odor issues.
- If the CWCWD plant is located at Weld County Roads (WCR) 42 and 17 what infrastructure would LTWD need to build to deliver water to its customers.
- The CWCWD plant will have the capacity to deliver up to 125 MGD.
  - ❖ The new plant will not be at full capacity until the need exists.



- ❖ The CWCWD plant can be a source of water for LTWD in case of a fire near CLFP or during Northern's annual St. Vrain Canal shutdown for maintenance.
- CWCWD will need the plant to treat its shares of Northern Integrated Supply Pipeline (NISP) water.
- CWCWD is looking forward to engaging LTWD as stakeholders in the project.

The meeting was paused for dinner at 7:00 p.m. The meeting resumed at 7:30 p.m.

#### Roundtable Discussion: LTWD Projected Water Usage for the Next Two to Three Years and Water Restrictions:

District Manager Kauffman presented the following information to the Boards:

- LTWD's Equivalent Taps per Year sales for the last three years were equal to the years Arkins Water Association (Arkins) and Mead merged with LTWD.
  - ❖ Taking the years Arkins and Mead merged with LTWD out of the equation, the percentage of growth from new taps sales over existing taps was very large in the last three years.
  - ❖ CWCWD District Manager Linker advised the number of taps sold by their district in 2023 had decreased from 2022 sales.
    - CWCWD mainly sells wholesale treated water to the surrounding municipalities.
- Ms. Kauffman noted that LTWD has asked customers to water on specific days based on addresses, and no one is to water on Friday.
  - ❖ With most of LTWD's customers complying with the watering days, peak demands at CLFP have been eased over the summer months most notably on Fridays.
  - ❖ Mr. Linker noted CWCWD is not able to impose watering restrictions on their wholesale customers due to contractual obligations.
- Ms. Kauffman proposed if both districts worked together from both ends the local municipalities may be open to more water conservation efforts.

**It was moved by LTWD Director Martens, seconded by CWCWD Manager Linker, to adjourn the meeting at 8:08 p.m. Motion carried unanimously.**

Respectfully submitted,

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*Amber Kauffman, Little Thompson Water District Manager*

## Agenda Item Summary

Little Thompson Water District

Date: April 18, 2024

Item: 5.3

Staff: Amber Kauffman, District Manager; Holly Suess, Customer Service Supervisor; Judy O'Malley, Administrative Assistant

**Subject: Tap List 699**

**Staff Recommendation: Staff recommends approval.**

**Discussion:**

### TAP LIST 699 ~ NEW AND AMENDED CONTRACTS

TAP #	NAME	5/8-inch Mini Inside Use	5/8-inch Inside Use	5/8-inch Conserv.	5/8-inch Conserv. Plus	5/8-inch Standard	OTHER	WATER RIGHTS	CIL
10430	Lennar Colorado			X				.35 AF	
10431	Lennar Colorado			X				.35 AF	
10432	Lennar Colorado			X				.35 AF	
10433	Lennar Colorado			X				.35 AF	
10434	Lennar Colorado			X				.35 AF	
10435	Lennar Colorado			X				.35 AF	
10436	Lennar Colorado			X				.35 AF	
10437	Lennar Colorado			X				.35 AF	
10438	Lennar Colorado			X				.35 AF	
10439	William & Elizabeth Markham						5/8- inch		.70 AF
10440	Richmond American Homes			X				.35 AF	
10441	Richmond American Homes			X				.35 AF	
10442	Richmond American Homes			X				.35 AF	
10443	Richmond American Homes			X				.35 AF	
10444	Richmond American Homes			X				.35 AF	
10445	Barefoot LLC			X				.35 AF	
10446	Barefoot LLC			X				.35 AF	
10447	Barefoot LLC			X				.35 AF	
10448	Barefoot LLC			X				.55 AF	
10449	Barefoot LLC			X				.35 AF	
10450	Club Car Wash Mead LLC						2-inch	5.60 AF	
10451	Century Land Holdings LLC			X				.35 AF	
10452	Century Land Holdings LLC			X				.35 AF	
10453	Century Land Holdings LLC			X				.35 AF	
10454	Century Land Holdings LLC			X				.35 AF	
10455	Century Land Holdings LLC			X				.35 AF	
10456	Century Land Holdings LLC			X				.35 AF	
10457	Century Land Holdings LLC				X			.55 AF	
10458	Century Land Holdings LLC				X			.55 AF	
10459	Century Land Holdings LLC					X		.70 AF	
10460	Century Land Holdings LLC				X			.55 AF	
10461	Century Land Holdings LLC				X			.55 AF	

## TAP LIST 699 ~ NEW AND AMENDED CONTRACTS cont.

TAP #	NAME	5/8-inch Mini Inside Use	5/8-inch Inside Use	5/8-inch Conserv.	5/8-inch Conserv. Plus	5/8-inch Standard	OTHER	WATER RIGHTS	CIL
10462	Landsea Homes of Colorado			X				.35 AF	
10463	Landsea Homes of Colorado			X				.35 AF	
10464	Landsea Homes of Colorado			X				.35 AF	
10465	Landsea Homes of Colorado			X				.35 AF	
10466	Landsea Homes of Colorado			X				.35 AF	
10467	Landsea Homes of Colorado			X				.35 AF	
10468	Landsea Homes of Colorado			X				.35 AF	
10469	DR Horton			X				.35 AF	

	5/8-inch Mini Inside Use	5/8-inch Inside Use	5/8-inch Conserv.	5/8-inch Conserv. Plus	5/8-inch Standard	OTHER	WATER RIGHTS	CIL
<b>MARCH TOTALS</b>	0	0	33	4	1	2	20.05 AF	.70 AF
<b>YEAR-TO-DATE 2024 TOTALS</b>	0	0	73	5	2	2	35.30 AF	1.40 AF
<b>TAPS BUDGETED 2024</b>	0	0	220	0	5			

Tap Commitments	Balance
Taps with Water Rights Satisfied/Water Dedications	52
Dormant Taps	5
<b>Total Other Tap Commitments</b>	<b>57</b>

## MISC. RECEIVABLES

TAP #	NOTES	ACCESSORY DWELLINGS	UPSIZED TAPS	ADDITIONAL ALLOCATION	CIL
	N/A				
		ACCESSORY DWELLINGS	UPSIZED TAPS	ADDITIONAL ALLOCATION	CIL
<b>MARCH 2024 TOTALS</b>		0	0	0	0.00 AF
<b>YEAR-TO-DATE 2024 TOTALS</b>		0	0	1	0.09 AF

# Agenda Item Summary

Little Thompson Water District

Date: April 18, 2024

Item: 5.4 Disbursements

Staff: Angela Diekhoff, Business Manager

**Subject:** March 2024 Disbursements.

**Staff Recommendation:** Approval.

March 2024 Disbursements

Request approval of the March 2024 Cash Disbursements in the amount of \$1,584,701.66.

Operating Account: \$1,150,365.95

ACH Manual Check Numbers 5305-5382 – \$740,464.59.

Check Numbers 11755 to 11796– \$409,901.36.

Payroll Account: \$434,335.71 (Two bi-weekly payroll periods paid in March)

ACH Transmittal Vouchers 2454 to 2465 – \$205,097.43.

ACH Direct Deposit Numbers 13447 to 13532– \$229,238.28.

**Discussion:**

All expenses are for normal operating costs, except for \$293,631.81 for Capital Cost – District, and \$150,355.29 for Capital Cost – Joint.

**Little Thompson Water District**  
**Cash Disbursements Summary**  
**Check Issue Dates: 3/01/2024 to 3/31/2024**

Employee Related Expenses	\$	434,335.71
Capital Cost-District	\$	293,631.81
Capital Cost-Joint	\$	150,355.29
Filter Plant Ops Expense	\$	136,856.61
24 Brookfield WL Passthrough	\$	116,636.59
Windy Gap USBR Carriage Chrgs	\$	96,462.49
Sys Repairs	\$	66,775.56
Adams CC- Conf/Seminars-\$6017; Memberships-\$2600; Computer Exp-\$160; Office Sup-\$81; Bld/Grnds-\$1268; Office Exp-\$4879; Communications-\$19; Safety Exp-\$140; Sys Rep-\$76; Misc- \$10695	\$	25,933.18
Raw Water Infrastructure	\$	24,409.79
Service Contract Expenses	\$	19,900.38
Valve Repairs and Maintenance	\$	19,665.00
Handy Ditch Shares	\$	19,041.00
Inventory	\$	17,723.37
Engr/CAD/Prof Expenses	\$	17,657.00
Legal Expenses	\$	13,547.25
Refund Security Deposit	\$	12,650.00
Computer Equipment	\$	12,377.54
Vehicle Expenses	\$	12,309.55
Water Resources General Eng	\$	11,475.00
Water Conservation	\$	8,700.00
St. Vrain Authority	\$	8,633.15
Office Expenses	\$	7,987.57
Communication Expenses	\$	6,891.85
Water Rights Consulting	\$	6,120.00
O & M	\$	5,347.27
Operations - Utilities	\$	4,776.76
Customer Refund Overpayments	\$	4,500.00
Insurance-Worker Compensation	\$	3,351.00
Aurora Dairy 12 Waterline	\$	2,775.25
Bldg/Grnds	\$	2,715.67
Firestone Surcharge Fee	\$	2,532.53

**Little Thompson Water District**  
**Cash Disbursements Summary**  
**Check Issue Dates: 3/01/2024 to 3/31/2024**

Locate Expenses	\$	2,097.51
Safety Expenses	\$	2,019.23
Telemetry Expenses	\$	1,972.50
WQ - Monthly Sampling	\$	1,867.50
Supply Ditch Shares	\$	1,860.75
Fire Hyd Meter Deposits	\$	1,321.00
Dry Creek Reservoir Expense	\$	1,125.00
Uniforms Expenses	\$	1,108.60
Bulk Water Revenue	\$	1,063.00
PRV Routine Repairs	\$	1,011.48
Old Ish Shares	\$	840.00
WQ - Lead Service Inventory	\$	840.00
Insurance-Property & Casualty	\$	590.75
Fire Hyd Meter Deposits	\$	444.00
Permit Expenses	\$	400.00
Purchased Water Expenses	\$	66.17
<b>Total</b>	<b>\$</b>	<b>1,584,701.66</b>

**Little Thompson Water District**  
**Cash Disbursements Detail**  
**Check Issue Dates: 3/01/2024 to 3/31/2024**

**Operations**

Check Number	Check Issue Date	Payee	Description	Amount
11793	3/20/2024	Timber Wolf Excavating LLC	Capital Cost-District-Loveland/Campion Conversion	238,909.77
5312	3/7/2024	Carter Lake Filter Plant	Capital Cost-Joint-Pretreatment Construction	150,355.29
5311	3/7/2024	Carter Lake Filter Plant	Filter Plant Ops Expense	136,856.61
5313	3/7/2024	Central Weld County Water District	24 Brookfield WL Passthrough	116,636.59
5327	3/7/2024	Northern Co Water Cons Dist	Windy Gap USBR Carriage Chrgs	96,462.49
11784	3/20/2024	Gopher Excavation Inc	Sys Repairs	50,822.00
11765	3/6/2024	Gopher Excavation Inc	Capital Cost-District-54 Bridge-Waterline Relocation	36,528.37
5307	3/4/2024	Adams Bank MasterCard	Adams CC- Conf/Seminars-\$6017; Memberships-\$2600; Computer Exp-\$160; Office Sup-\$81; Bld/Grnds-\$1268; Office Exp-\$4879; Communications-\$19; Safety Exp-\$140; Sys Rep-\$76; Misc-\$10695	25,933.18
5361	3/21/2024	Horrocks Engineers, Inc.	Raw Water Infrastructure	24,409.79
5329	3/7/2024	Orback Construction	Valve Repairs and Maintenance	19,665.00
5358	3/21/2024	Handy Ditch Company	Handy Ditch Shares	19,041.00
11782	3/20/2024	Farnsworth Group Inc	Engr/CAD/Prof Expenses	17,237.00
5354	3/21/2024	Carlson Hammond & Paddock	Legal Expenses	12,817.25
11755	3/6/2024	ALCORN CONSTRUCTION INC	Refund Security Deposit	12,650.00
5337	3/7/2024	Stratus Information Systems (ITX)	Computer Equipment	12,377.54
11764	3/6/2024	Ditesco	Capital Cost-District-Loveland/Campion Conversion	11,528.82
5336	3/7/2024	Snowmelt Water Engineering, LLC	Water Resources General Eng	11,475.00
5318	3/7/2024	Dana Kepner Company Inc	Inventory	10,478.00
5332	3/7/2024	Resource Central	Water Conservation	8,700.00
11772	3/6/2024	St. Vrain Water Authority	St. Vrain Authority	8,633.15
5356	3/21/2024	Dana Kepner Company Inc	Sys Repairs	7,850.00
5371	3/21/2024	Rave Wireless, Inc.	Service Contract Expenses	7,500.00
5315	3/7/2024	Core & Main LP	Inventory	7,245.37
5342	3/7/2024	WEX Bank	Vehicle Expenses	7,075.48
11796	3/20/2024	Williams and Weiss Consulting, LLC	Water Rights Consulting	6,120.00
5363	3/21/2024	INFOSEND INC	Service Contract Expenses	5,310.05
11757	3/6/2024	BARBARA GRAHAM	Customer Refund Overpayments	4,500.00
5352	3/21/2024	Adobe Systems Incorporated	Service Contract Expenses	4,318.20
5343	3/7/2024	WildRock PR & Marketing, LLC	Office Expenses	4,200.00
5317	3/7/2024	Crystal Landscape Supplies Inc	O & M	4,153.14

Check Number	Check Issue Date	Payee	Description	Amount
5316	3/7/2024	CR LAND SERVICES, LLC	Capital Cost-District-Northeast Transmission Line	4,121.20
5351	3/19/2024	PINNACOL	Insurance-Worker Compensation	3,351.00
5341	3/7/2024	Western States Land Services LLC	Aurora Dairy 12 Waterline	2,775.25
5367	3/14/2024	Loveland Barricade	Sys Repairs	2,729.50
11780	3/20/2024	DISCOUNT TIRE	Vehicle Expenses	2,630.36
11774	3/6/2024	Town of Firestone	Firestone Surcharge Fee	2,532.53
11791	3/20/2024	Starr & Westbrook PC	Office Expenses	2,510.00
5324	3/7/2024	Landmark EPC LLC	Capital Cost-District-Loveland/Campion Conversion	2,190.00
5381	3/28/2024	Poudre Valley REA	Operations - Utilities	1,968.18
5347	3/14/2024	Poudre Valley REA	Operations - Utilities	1,883.80
11792	3/20/2024	Supply Irrigating Ditch Co	Supply Ditch Shares	1,860.75
5325	3/7/2024	Loveland Barricade	Sys Repairs	1,831.00
11766	3/6/2024	I & C Design, LLC	Telemetry Expenses	1,722.50
5328	3/7/2024	On-Demand Concrete	Sys Repairs	1,701.27
5338	3/7/2024	Technolink of the Rockies	Service Contract Expenses	1,622.00
5305	3/4/2024	Verizon Wireless	Communication Expenses	1,480.39
5340	3/7/2024	UNCC	Locate Expenses	1,453.83
5359	3/21/2024	High Altitude Equipment	Vehicle Expenses	1,425.00
5379	3/27/2024	XCEL Energy	Bldg/Grnds	1,389.98
5377	3/27/2024	Verizon Wireless	Communication Expenses	1,327.86
11759	3/6/2024	BOTTERILL EXCAVATING	Fire Hyd Meter Deposits	1,321.00
11760	3/6/2024	City of Longmont	WQ - Monthly Sampling	1,260.00
5378	3/27/2024	COMCAST	Communication Expenses	1,187.60
5320	3/7/2024	Frontier Business Products	Service Contract Expenses	1,150.13
5310	3/7/2024	Carter Lake Filter Plant	Dry Creek Reservoir Expense	1,125.00
5375	3/22/2024	AT&T Mobility	Communication Expenses	1,047.49
11762	3/6/2024	CPS Distributors	PRV Routine Repairs	1,011.48
11769	3/6/2024	PREMIER EARTHWORK & INFRASTRUCTURE	Bulk Water Revenue	883.00
11778	3/20/2024	Boulder & Larimer Cty Irrig & Ditch Co.	Old Ish Shares	840.00
5322	3/7/2024	IMEG	WQ - Lead Service Inventory	840.00
11794	3/20/2024	Waas Campbell Rivera Johnson & Velasquez	Legal Expenses	730.00
5346	3/11/2024	COMCAST	Communication Expenses	712.36
11789	3/20/2024	Prairie Mountain Media	Office Expenses	687.70



Check Number	Check Issue Date	Payee	Description	Amount
5314	3/7/2024	Cintas Corporation #737	Bldg/Grnds	670.11
5366	3/21/2024	LG Everist Inc	Sys Repairs	655.21
11788	3/20/2024	Poulsen Ace Hardware	Locate Expenses	643.68
11779	3/20/2024	City of Longmont	WQ - Monthly Sampling	607.50
5355	3/21/2024	Cintas Corporation #737	Safety Expenses	604.48
5323	3/7/2024	Jax Outdoor Gear	Uniforms Expenses	575.46
5360	3/21/2024	Home Depot Credit Services	Safety Expenses	571.35
5345	3/7/2024	Poudre Valley REA	Operations - Utilities	560.29
5334	3/7/2024	Safety Services Inc.	Safety Expenses	550.00
5319	3/7/2024	Ferguson Waterworks	O & M	547.75
5372	3/21/2024	Rocky Mtn Quick Lube	Vehicle Expenses	535.74
5370	3/21/2024	On-Demand Concrete	Sys Repairs	532.75
11773	3/6/2024	Suc N Up Inc	Bldg/Grnds	525.00
11777	3/20/2024	BOTTERILL EXCAVATING	Fire Hyd Meter Deposits	444.00
5344	3/7/2024	WILLDAN FINANCIAL SERVICES	Engr/CAD/Prof Expenses	420.00
5308	3/5/2024	Verizon Wireless	Communication Expenses	411.28
11786	3/20/2024	Larimer County Engineering Dept.	Permit Expenses	400.00
5321	3/7/2024	Home Depot Credit Services	O & M	394.96
5309	3/6/2024	CenturyLink	Communication Expenses	387.80
5331	3/7/2024	Pipestone Equipment	Capital Cost-District-3rd & Welker Waterline Replace	353.65
11781	3/20/2024	EVAN DREITH	Sys Repairs	350.00
11756	3/6/2024	Anders Auto Glass	Vehicle Expenses	345.00
5306	3/4/2024	Verizon Wireless	Communication Expenses	337.07
5376	3/26/2024	United Power Inc	Operations - Utilities	307.38
11790	3/20/2024	REY AND LISA LISS	Sys Repairs	295.00
5339	3/7/2024	Timber Line Electric & Control	Telemetry Expenses	250.00
11775	3/6/2024	Larimer County Clerk & Recorder	Office Expenses	237.00
5365	3/21/2024	John Deere Financial	Uniforms Expenses	226.22
5362	3/21/2024	InfoArmor, Inc.	Insurance-Property & Casualty	224.75
11783	3/20/2024	Glatfelter Public Practice (GPP)	Insurance-Property & Casualty	197.00
11763	3/6/2024	CUSTOM SERVICES OF COLORADO	Bulk Water Revenue	180.00

Check Number	Check Issue Date	Payee	Description	Amount
11758	3/6/2024	Berthoud Ace Hardware	O & M	179.09
11785	3/20/2024	HCC Surety Group	Insurance-Property & Casualty	169.00
5369	3/21/2024	Napa Auto Parts	Vehicle Expenses	168.46
5326	3/7/2024	Mobile Lab USA LLC	Safety Expenses	145.00
5373	3/21/2024	Sam's Club	Office Expenses	141.76
5333	3/7/2024	Rocky Mtn Quick Lube	Vehicle Expenses	129.51
5335	3/7/2024	Sam's Club	Safety Expenses	122.40
11761	3/6/2024	Coren Printing Inc	Office Expenses	112.50
5364	3/21/2024	Jax Outdoor Gear	Uniforms Expenses	102.94
5353	3/21/2024	Bomgaars Supply	Uniforms Expenses	99.98
11771	3/6/2024	Scheels All Sports	Uniforms Expenses	89.00
11770	3/6/2024	S & S Sanitation	Bldg/Grnds	72.56
11768	3/6/2024	LTWD Petty Cash Fund	Office Expenses	59.61
5380	3/27/2024	Town of Berthoud	Bldg/Grnds	58.02
5368	3/21/2024	Lowe's Business Acct/GEGRB	O & M	49.34
5382	3/28/2024	City of Loveland Water & Power	Purchased Water Expenses	33.36
5374	3/22/2024	City of Loveland Water & Power	Purchased Water Expenses	32.81
5349	3/18/2024	XCEL Energy	Operations - Utilities	26.07
11767	3/6/2024	Larimer County Clerk & Recorder	Office Expenses	26.00
5357	3/21/2024	Ferguson Waterworks	Safety Expenses	26.00
11776	3/20/2024	Berthoud Ace Hardware	O & M	22.99
5348	3/15/2024	XCEL Energy	Operations - Utilities	16.51
11787	3/20/2024	MI Sports	Uniforms Expenses	15.00
5350	3/18/2024	XCEL Energy	Operations - Utilities	14.53
11795	3/20/2024	Weld County Clerk & Recorder	Office Expenses	13.00
5330	3/7/2024	PIONEER	Sys Repairs	8.83
<b>Total Operations</b>				<b>\$ 1,150,365.95</b>

Check Number	Check Issue Date	Payee	Description	Amount
<b>Payroll</b>				
2454	3/11/2024	EFTPS	Social Security Pay Period: 3/10/2024	32,301.61
2455	3/11/2024	CDOR	CO State Withholding Tax Pay Period: 3/10/2024	4,580.00
2456	3/11/2024	COLONIAL LIFE INSURANCE	Voluntary Life Pay Period: 3/10/2024	241.58
2457	3/11/2024	COLORADO RETIREMENT ASSOCIATION	401 Contributions Pay Period: 3/10/2024	13,996.82
2458	3/11/2024	COLORADO RETIREMENT ASSOCIATION	457 Contributions Pay Period: 3/10/2024	9,596.29
2459	3/11/2024	Alerus	HEALTH SAVINGS ACCOUNT Pay Period: 3/10/2024	2,058.34
2460	3/25/2024	EFTPS	Social Security Pay Period: 3/24/2024	59,150.21
2461	3/25/2024	CDOR	CO State Withholding Tax Pay Period: 3/24/2024	8,377.00
2462	3/25/2024	CEBT	Insurance CEBT Pay Period: 3/24/2024	49,892.27
2463	3/25/2024	COLORADO RETIREMENT ASSOCIATION	401 Contributions Pay Period: 3/24/2024	13,670.72
2464	3/25/2024	COLORADO RETIREMENT ASSOCIATION	457 Contributions Pay Period: 3/24/2024	9,324.25
2465	3/25/2024	Alerus	HEALTH SAVINGS ACCOUNT Pay Period: 3/24/2024	1,908.34
13447-13482	3/13/2024	Direct Deposit	Payroll Period Ending 3/10/2024	82,742.72
13483	3/13/2024	Szmyd, William R	February Special Board Meeting	214.72
13484	3/13/2024	Martens, Edward M	February Special Board Meeting	218.47
13485	3/13/2024	Brandt, Larry R	February Special Board Meeting	212.84
13486	3/13/2024	Brandenburg, Steven T	February Special Board Meeting	219.79
13487	3/13/2024	McMurtrey, Emily J	February Special Board Meeting	217.40
13488	3/13/2024	Walker, James J	February Special Board Meeting	222.76
13489	3/13/2024	Heiland, Ryan M	February Special Board Meeting	200.11
13490-13525	3/28/2024	Direct Deposit	Pay Period Ending 3/24/2024	144,293.70
13526	3/28/2024	Szmyd, William R	February Board Meeting	92.35
13527	3/28/2024	Martens, Edward M	February Board Meeting	92.35
13528	3/28/2024	Brandt, Larry R	February Board Meeting	111.78
13529	3/28/2024	Brandenburg, Steven T	February Board Meeting	92.35
13530	3/28/2024	McMurtrey, Emily J	February Board Meeting	102.27
13531	3/28/2024	Walker, James J	February Board Meeting	112.32
13532	3/28/2024	Heiland, Ryan M	February Board Meeting	92.35
<b>Total Payroll</b>				<b>\$ 434,335.71</b>
<b>Total Cash Disbursements</b>				<b>\$ 1,584,701.66</b>

# Agenda Item Summary

Little Thompson Water District

Date: April 18, 2024

Item Number: 5.5

Staff: Angela Diekhoff, Business Manager

**Subject:**

Discussion of the Financial Reports

**Staff Recommendation:**

Staff recommend acceptance of the March Financial Reports.

**Discussion:**

**OPERATING FUND:**

Operating Revenue – We have collected \$3,655,910, which is \$172,732 more than the Budget.

Operating Expenses – We have spent \$4,818,570, which is \$657,765 less than the Budget.

Operating Gain (Loss) – We have an operating loss of 1,201,663 which is \$658,679 less than Budget.

**NON-OPERATING FUND:**

Non-Operating Revenue – We have collected \$2,709,504, which is \$476,994 more than the Budget.

Capital Costs – District – We have spent \$2,105,469, which is \$4,018,001 less than the Budget.

Detail of the year-to-date District Capital Projects:

Capital Costs – District	Actual YTD	YTD Budget	Annual Budget
County Rd Improvements	\$ -	\$ 56,250	\$ 225,000
Service Connection Expense	77,198	\$ 60,027	240,108
Telemetry Improvements	14,194	48,998	200,000
Small Line Abandonment	-	24,999	100,000
Northeast Transmission Line	173,979	645,831	2,583,333
5MG Twin Mounds Tank Coating	9,982	-	-
Loveland/Campion Conversion	758,598	2,628,000	2,628,000
54 Bridge-Waterline Relocation	730,921	-	-
Dry Creek Feasibility	-	70,000	70,000
Twin Mounds Passive Mixing Sys		249,700	249,700
3rd & Welker Waterline Replace	37,940	400,000	400,000
Botterill-LTWD System Modification		48,070	48,070
Twin Mounds Exterior Cathodic	-	87,000	87,000
Water Efficiency/Water Loss		500,000	500,000
30" Barefoot Line-Reimbursement		310,000	310,000
Foster Ridge Potholing	126,192		
Buckhorn Tank Mixing System Study		45,000	45,000
Security Lighting & Cameras at Tank Sites		17,600	17,600
<b>Total Capital Projects</b>	<b>\$ 1,929,004</b>	<b>\$ 5,191,475</b>	<b>\$ 7,703,811</b>

Vehicle Replacement Program	49,129	287,250	383,000
Furn & Equip Replacement		8,748	35,000
Miscellaneous Equipment		7,500	7,500
Office Upgrade-Eng/Ops		55,000	175,000
<b>Total Vehicles and Equipment</b>	<b>\$ 49,129</b>	<b>\$ 358,498</b>	<b>\$ 600,500</b>
Water Rights - CBT			
Water Rights - Other			
Water Resources Gen Eng	30,150	200,000	600,000
Water Resources Gen Legal	2,362	62,499	249,996
H2 Infastructure Construction	58,070	124,998	875,000
Raw Water Infastructure	36,754	125,000	250,000
2nd Use Infastructure Study	-	60,000	120,000
<b>Total Water Rights</b>	<b>\$ 127,336</b>	<b>\$ 572,497</b>	<b>\$ 2,094,996</b>
<b>Total Capital Costs – District</b>	<b>\$ 2,105,469</b>	<b>\$ 6,122,470</b>	<b>\$ 10,399,307</b>

Capital Costs - Joint: We have spent \$590,131, which is \$3,311,219 less than the Budget.

Detail of the year-to-date Joint Capital Projects:

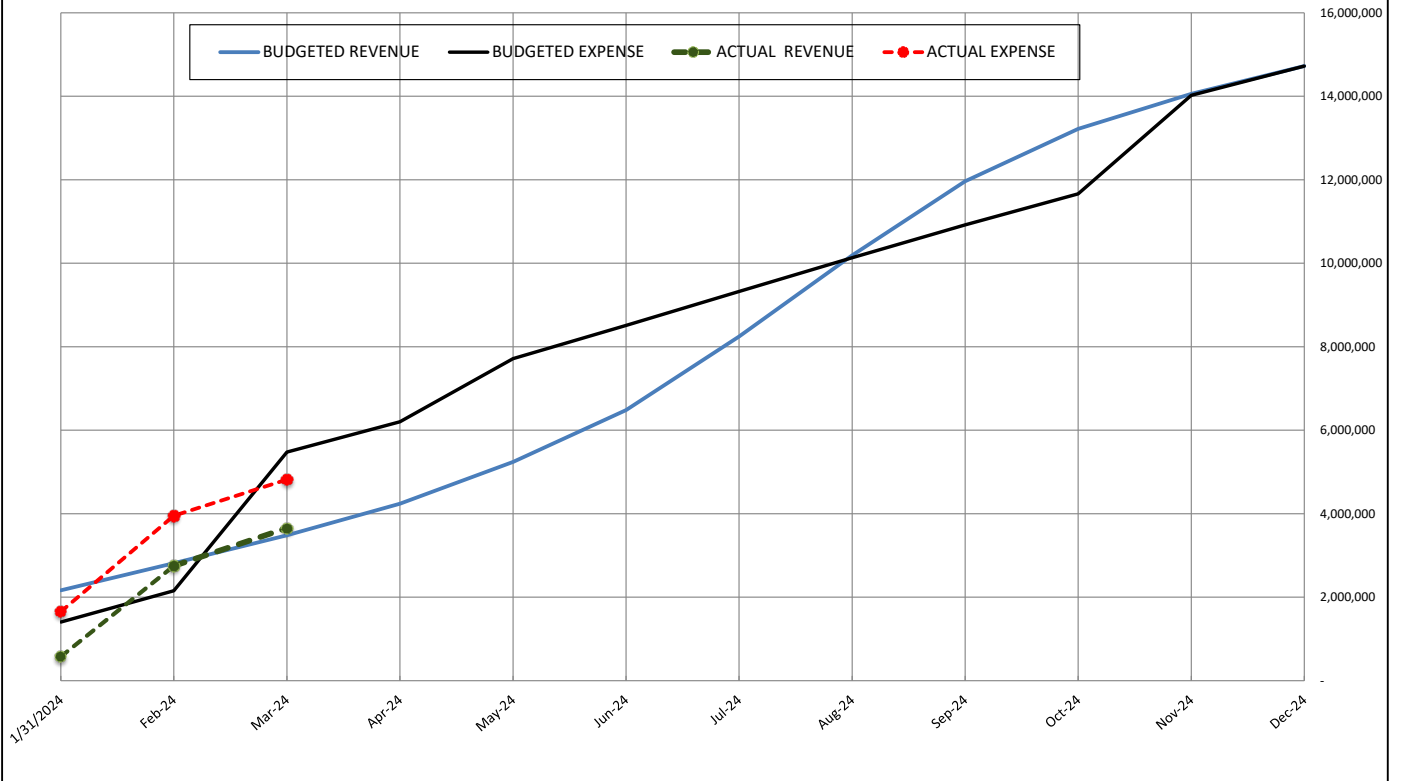
<b>Capital Costs – Joint</b>	<b>Actual YTD</b>	<b>YTD Budget</b>	<b>Annual Budget</b>
CLFP Membrane Replacement	\$ -	\$ 300,000	\$ 300,000
Dry Creek-Joint Cost-Monitoring Sys	\$ -	\$ 350	\$ 350
Dry Creek-Pump Station	\$ 127,570	\$ 250,000	\$ 250,000
CLFP 7MG Water Tank	\$ 7,322	\$ -	\$ -
CLFP Vehicles & Equipment	6,938	\$ 75,000	\$ 75,000
Pretreatment Design	324,694	500,000	500,000
Pretreatment Construction	103,224	2,500,000	2,500,000
5MG Steel Tank Painting	8,227	-	
New Storage Building at Dry Creek	-	61,000	61,000
New Boat Motor & Trailer	-	7,500	7,500
Upgrade Boat Ramp at Dry Creek	-	15,000	15,000
Filter Rehabilitation (South)	-	55,000	55,000
Unspecified place Holder		137,500	137,500
Scada Migration Upgrade	12,157		-
<b>Total Capital Projects</b>	<b>\$ 590,131</b>	<b>\$ 3,901,350</b>	<b>\$ 3,901,350</b>

Non-Operating Gain (Loss) – We have a net non-operating gain of 13,904, which is \$7,806,214 more than Budget.

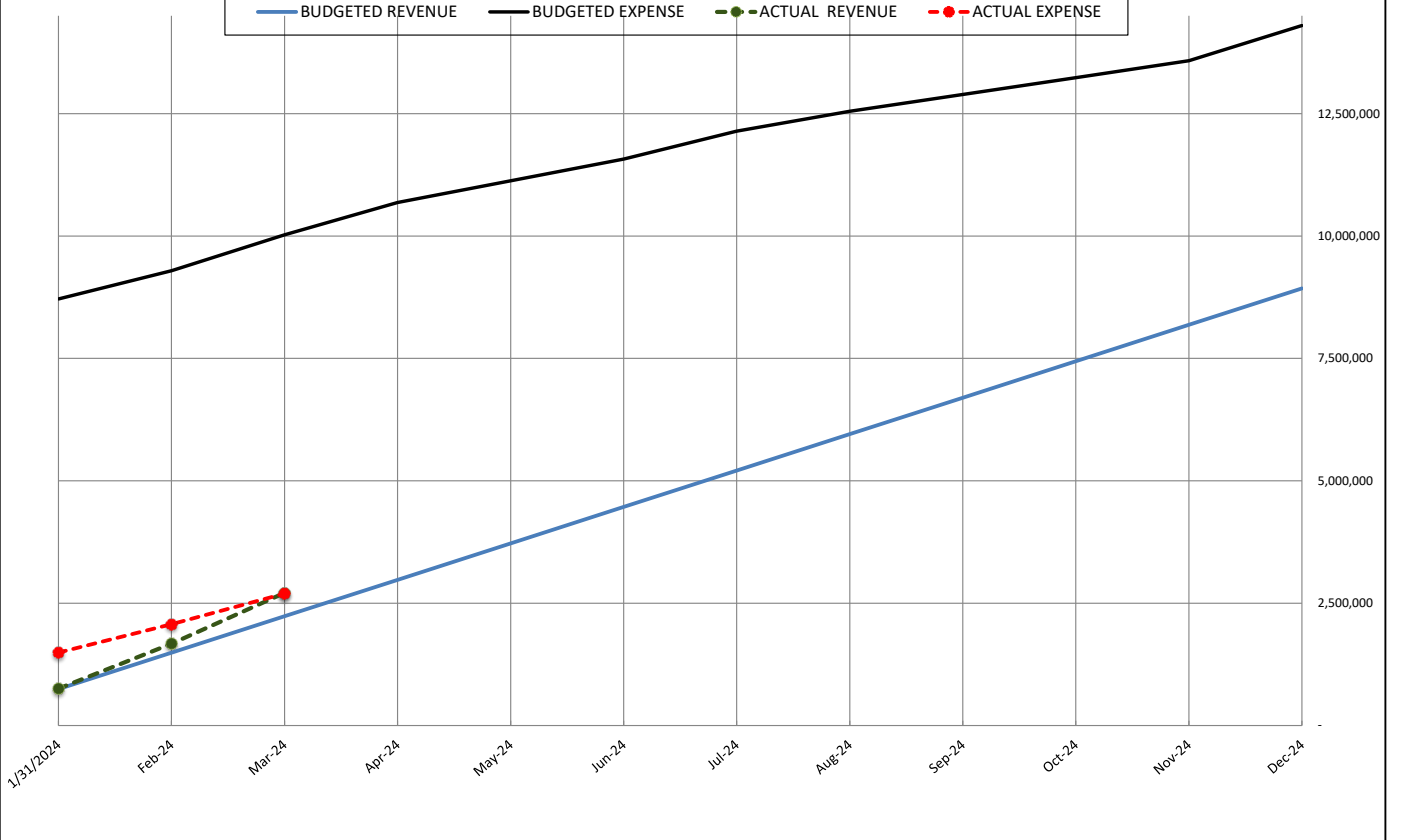
**CHANGE IN WORKING CAPITAL:**

<b>Year-To-Date Change in Working Capital</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Budget/Actual Comparison</b>	<b>Approved Budget</b>
Operating Gain ( Loss)	-1,162,660	-1,993,157	830,497	898
Non-Operating Gain (Loss)	13,904	-7,792,310	7,806,214	-5,370,630
<b>Total Gain (Loss)</b>	<b>\$ -1,148,756</b>	<b>\$ -9,785,467</b>	<b>\$ 8,636,711</b>	<b>\$ -5,369,732</b>

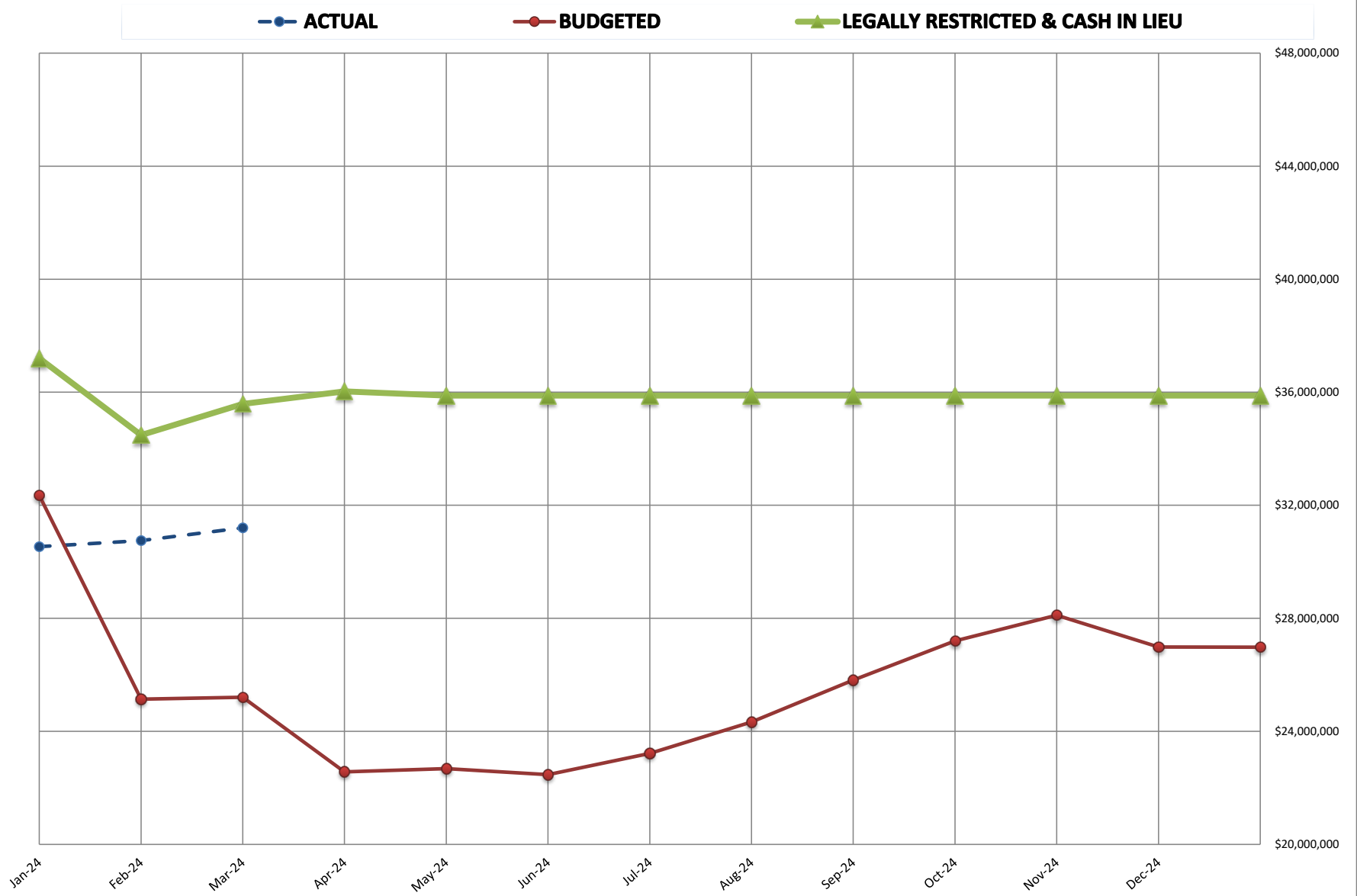
### 2024 OPERATING REVENUE & EXPENSE CUMULATIVE



### 2024 NON OPERATING REVENUE & EXPENSE CUMULATIVE



## LITTLE THOMPSON WATER DISTRICT 2024 WORKING CAPITAL GRAPHICAL COMPARISON



LITTLE THOMPSON WATER DISTRICT

BALANCE SHEET

March 31, 2024

	Prior Month	YTD 2024	Actual 2023
<b>CURRENT ASSETS</b>			
Board Designated Reserves	\$ 21,444,429	\$ 21,415,051	\$ 21,589,045
Cash on Hand	\$ 13,758,774	\$ 13,814,995	\$ 15,614,324
Cash In Lieu	\$ 383,200	\$ 799,000	\$ -
<b>Total Cash &amp; Cash Equivalents</b>	<b>\$ 35,586,404</b>	<b>\$ 36,029,046</b>	<b>\$ 37,203,369</b>
<b>ACCOUNTS RECEIVABLE</b>			
A/R - Water Revenue	\$ 1,023,540	\$ 990,570	\$ 1,095,832
A/R - Misc Revenue	\$ 104,650	\$ 230,146	\$ -55,832
Accrued Int Receivable	\$ 29,410	\$ 1,117	\$ 1,959
Projects Passthrough Projects	\$ 88,513	\$ 19,252	\$ -45,952
<b>Total Accounts Receivable</b>	<b>\$ 1,246,113</b>	<b>\$ 1,241,086</b>	<b>\$ 996,007</b>
<b>OTHER ASSETS</b>			
Inventory	\$ 400,685	\$ 373,095	\$ 443,148
Prepaid Expenses	\$ 48,005	\$ 48,005	\$ 48,005
<b>Total Other Assets</b>	<b>\$ 448,690</b>	<b>\$ 421,100</b>	<b>\$ 491,154</b>
<b>CAPITAL ASSETS</b>			
Filter Plant - Joint Venture	\$ 2,734,755	\$ 2,734,755	\$ 2,734,755
Dry Creek Reservoir Dam	\$ 7,442,974	\$ 7,442,974	\$ 7,442,974
Land - Dry Creek Reservoir	\$ 6,529,389	\$ 6,529,389	\$ 6,508,922
Distribution System	\$ 88,932,182	\$ 88,932,182	\$ 81,991,426
Land & Easements	\$ 3,597,185	\$ 3,597,185	\$ 2,931,355
CLFP - Depreciable Asset	\$ 11,247,664	\$ 11,247,664	\$ 11,197,297
Vehicles, Field & Office Equipment	\$ 3,651,703	\$ 3,651,703	\$ 3,240,384
Construction in Progress	\$ 10,328,959	\$ 10,328,959	\$ 12,513,870
Accumulated Depreciation	\$ -44,693,299	\$ -44,693,299	\$ -44,693,299
Water Rights	\$ 122,777,679	\$ 122,777,679	\$ 108,692,679
<b>Total Capital Assets</b>	<b>\$ 212,549,191</b>	<b>\$ 212,549,191</b>	<b>\$ 192,560,364</b>
<b>Total Assets</b>	<b>\$ 249,830,398</b>	<b>\$ 250,240,423</b>	<b>\$ 231,250,893</b>
<b>CURRENT LIABILITIES</b>			
A/P - Supplies	\$ 2,755,278	\$ 2,712,186	\$ 2,345,140
Wages Payable	\$ 358,887	\$ 361,499	\$ 579,087
Bond/Loan Interest Payable	\$ 166,813	\$ 166,813	\$ 166,813
Current Portion Long Term Debt	\$ 0	\$ 0	\$ 0
<b>Current Liabilities</b>	<b>\$ 3,280,978</b>	<b>\$ 3,240,498</b>	<b>\$ 3,091,040</b>
<b>LONG TERM LIABILITIES</b>			
Bonds & Notes Payable	\$ 27,894,778	\$ 27,894,778	\$ 27,894,778
Unamortized Premiums - Discounts	\$ 4,201,274	\$ 4,201,274	\$ 4,201,274
<b>Total Long Term Liabilities</b>	<b>\$ 32,096,051</b>	<b>\$ 32,096,051</b>	<b>\$ 32,096,051</b>
<b>Total Liabilities</b>	<b>\$ 35,377,029</b>	<b>\$ 35,336,549</b>	<b>\$ 35,187,091</b>
<b>NET ASSETS</b>			
NET ASSETS	\$ 216,052,630	\$ 216,052,630	\$ 205,868,582
Net Revenue Over Expenses	\$ -1,599,261	\$ -1,148,756	\$ -9,804,780
<b>Total Equity</b>	<b>\$ 214,453,368</b>	<b>\$ 214,903,874</b>	<b>\$ 196,063,802</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 249,830,398</b>	<b>\$ 250,240,423</b>	<b>\$ 231,250,893</b>



**LITTLE THOMPSON WATER DISTRICT  
INCOME AND EXPENSE SUMMARY  
FOR MONTH ENDING March 31, 2024**

	Current Month Actual	Current Month Budget	Month Comp Bud/Act	2024 YTD Actual	2024 YTD Budget	YTD Comp Bud/Act	2024 Adopted Budget
<b>OPERATING REVENUE</b>							
Water Revenue Base Fee	357,710	362,165	-4,455	1,062,414	1,065,410	-2,996	4,285,015
Water Revenue Tier I	136,809	107,215	29,594	359,395	324,025	35,370	1,781,365
Water Revenue Tier II	38,202	49,185	-10,983	105,703	151,055	-45,352	2,342,720
Water Revenue Tier III	15,017	23,385	-8,368	70,680	66,850	3,830	1,612,125
Water Revenue Tier IV	45,538	75,735	-30,197	153,113	200,840	-47,727	1,688,675
Water Revenue Tier V	11,612	30,400	-18,788	28,810	66,435	-37,625	746,030
Water Surcharge	-	-	-	-	-	-	85,250
Water Revenue Wholesale	15,727	4,400	11,327	34,373	33,865	508	340,515
Water Revenue Rental	-	-	-	-	-	-	42,000
Bulk Water Revenue	16,921	11,500	5,421	37,351	34,000	3,351	212,500
Other Revenue	6,105	4,640	1,465	16,025	14,920	1,105	63,080
Windy Gap Firming Passthrough	262,270	-	262,270	1,788,048	1,525,778	262,270	1,525,778
<b>Total Operating Revenue</b>	<b>905,910</b>	<b>668,625</b>	<b>237,285</b>	<b>3,655,910</b>	<b>3,483,178</b>	<b>172,732</b>	<b>14,725,053</b>
<b>OPERATING EXPENSES</b>							
Water Treatment	137,139	136,589	550	409,850	446,639	-36,789	1,958,258
System Maintenance	133,272	92,750	40,522	329,132	288,150	40,982	1,143,900
Administration and General	96,243	94,198	2,045	289,275	323,897	-34,622	1,033,937
Engineering	31,440	42,550	-11,110	48,082	246,650	-198,568	433,275
Assessments	18,174	2,549,254	-2,531,080	2,571,069	2,686,254	-115,185	2,695,254
Joint Operations	1,125	6,950	(5,825)	3,915	161,350	-157,435	223,900
St Vrain Authority Operations	17,266	7,500	9,766	33,645	32,500	1,145	100,000
Wages & Benefits	432,246	390,670	41,576	1,133,602	1,290,895	-157,293	4,799,581
Bond & Loan Payments	-	-	-	-	-	-	2,336,051
<b>Total Operating Expenses</b>	<b>866,907</b>	<b>3,320,461</b>	<b>-2,453,554</b>	<b>4,818,570</b>	<b>5,476,335</b>	<b>-657,765</b>	<b>14,724,156</b>
<b>Operating Gain(Loss)</b>	<b>39,004</b>	<b>-2,651,836</b>	<b>2,690,840</b>	<b>-1,162,660</b>	<b>-1,993,157</b>	<b>830,497</b>	<b>898</b>
<b>NON OPERATING REVENUE</b>							
Plant Investment Fees	780,950	230,921	550,029	1,384,400	692,763	691,637	2,771,050
Cash in Lieu of Water Rights	-	43,750	-43,750	490,500	131,250	359,250	525,000
NonRes Cash in Lieu of Water	91,000	392,500	-301,500	308,500	1,177,500	-869,000	4,710,000
Water Resource Fee	47,000	12,917	34,083	89,000	38,751	50,249	155,000
Tap Installation Revenue	33,520	19,708	13,812	66,220	59,124	7,096	236,500
Interest Income	37,764	25,000	12,764	175,051	75,000	100,051	300,000
Native Water Dedication Fee	-	1,275	-1,275	-	3,825	-3,825	15,300
Gain (Loss) Sale of Asset	8,108	-	8,108	24,108	-	24,108	-
Contrib Water Court	-	-	-	-	-	-	-
Other Fees	40,775	18,099	22,676	171,725	54,297	117,428	217,181
Windy Gap Firming Project	-	-	-	-	-	-	-
Windy Gap Firming Assessments	-	-	-	-	-	-	-
Passthrough Revenue	-	-	-	-	-	-	-
<b>Total Non Operating Revenue</b>	<b>1,039,116</b>	<b>744,170</b>	<b>294,946</b>	<b>2,709,504</b>	<b>2,232,510</b>	<b>476,994</b>	<b>8,930,031</b>
<b>NON OPERATING EXPENSES</b>							
Capital Improvements - District	429,210	279,035	150,175	1,929,004	5,192,475	-3,263,471	7,703,811
Vehicles & Equipments Costs	503	108,666	-108,163	49,129	358,498	-309,369	600,500
Water Right Purchases	-	-	-	-	-	-	-
Water Rights - Windy Gap	-	-	-	-	-	-	-
Water Rights Adjudication	7,484	120,833	-113,349	32,512	262,499	-229,987	850,000
H2 Infrastructure Construction	12,631	41,666	-29,035	58,070	124,998	-66,928	875,000
RFO Infrastructure Construction	11,779	125,000	-113,221	36,754	125,000	-88,246	250,000
2nd Use Infrastructure Study	-	60,000	-60,000	-	60,000	-60,000	120,000
St Vrain Authority Treatment	-	-	-	-	-	-	-
<b>Total Capital Costs - District</b>	<b>461,607</b>	<b>735,200</b>	<b>-273,593</b>	<b>2,105,469</b>	<b>6,123,470</b>	<b>-4,018,001</b>	<b>10,399,311</b>
Capital Improvements - Joint	<b>166,008</b>	<b>-</b>	<b>166,008</b>	<b>590,131</b>	<b>3,901,350</b>	<b>-3,311,219</b>	<b>3,901,350</b>
<b>Total Non Operating Expenses</b>	<b>627,615</b>	<b>735,200</b>	<b>-107,585</b>	<b>2,695,600</b>	<b>10,024,820</b>	<b>-7,329,220</b>	<b>14,300,661</b>
<b>Non Operating Gain(Loss)</b>	<b>411,502</b>	<b>8,970</b>	<b>402,532</b>	<b>13,904</b>	<b>-7,792,310</b>	<b>7,806,214</b>	<b>-5,370,630</b>
<b>Net Revenue Over Expenses</b>	<b>450,505</b>	<b>-2,642,866</b>	<b>3,093,371</b>	<b>-1,148,756</b>	<b>-9,785,467</b>	<b>8,636,711</b>	<b>-5,369,732</b>

# Agenda Item Summary

Little Thompson Water District

Date: April 18, 2024

Item: 6.1 Employee Manual

Staff: Angela Diekhoff-Business Manager

**Subject:** 2024 Updated Employee Manual

**Staff Recommendation:** Staff recommends acceptance of the 2024 Employee Manual.

**Discussion:**

For the past year the management team has been working on updating the employee manual. A good portion of the work was cleaning up some of the sentences, clarifying areas that were confusing, wording, and overall appearance of the handbook.

- One major rewrite the Discipline/Discharge Procedures. The handbook before just had a small paragraph and no real guidelines, management came up with a three-step procedure and appeal process.
- Worked in wording per board direction regarding retirement bonus.
- Also, an additional added to the handbook was Personal Use of Social Media Guidelines.

The handbook will be emailed to each board member separately from the board packet.

# Agenda Item Summary

Little Thompson Water District

Date: April 18, 2024

Item: 6.2 Carter Lake Filter Plant

Staff: Amber Kauffman, District Manager

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

**Staff Recommendation: Informational Only**

## **Discussion:**

The April CLFP board packet was forwarded to the LTWD board on Friday, April 5, 2024. Important information in the packet is summarized below and was identified in the emailed copy to the LTWD board. A summary of the CLFP meeting events will be presented at the LTWD board meeting.

- Rick would like to look at a new Auditor based on increasing costs over the past 5 years (costs have gone up 300%).
- CLFP has done an analysis on a new chemical to treat the membranes with that shows promise for longevity of membranes and better cleaning.
- CLFP has an analysis of the sludge so they can submit for beneficial use but there is no result presented as to whether the material meets the criteria or not.
- Rick engaged a firm to help address journal entries after the audit comment last month.

# Agenda Item Summary

Little Thompson Water District

Date: April 18, 2024

Item: 6.3

Staff: Amber Kauffman, District Manager

**Subject:** St. Vrain Water Authority (SVWA)

**Staff Recommendation:** Informational only

**Discussion:**

The April SVWA board packet was forwarded on Thursday April 4, 2024. The SVWA board meeting was held Monday, April 9. Information of note is summarized below.

There was a request for approval of an amendment to the contract for Injection Well Temperature Logging Services that was approved last month. The service was not budgeted but is only required every four years; however, the contractor and Authority had to negotiate an expense to cover potential damage to the equipment. The contract amount approved in March was \$23,189.00. The Contract Amendment was for an amount up to the company's deductible of \$10,000. Additionally, more equipment is necessary to allow well pressures to get as high as required by the EPA. This resulted in an additional request for funds in the amount of nearly \$12,000. The test results are due to the EPA by the end of April. The board approved the contracts. Testing was to begin on April 10, 2024.

Firestone is trying to settle with the remaining 4 or 5 subcontractors for the final completion of the plant. This includes some electrical work and HVAC work. Firestone will be reviewing and potentially approving additional expenses for the plant to finish the work on site. This will impact the cost to LTWD when we connect for service.

The operator, Ramey Environmental, is on the third operator for the facility since start up last year. There wasn't much concern, but it was worth noting.

# Agenda Item Summary

Little Thompson Water District

Date: April 18, 2023

Item: 6.4

Staff: Amber Kauffman, District Manager

**Subject:** Windy Gap Firming Project (WGFP) Quarterly Update

**Staff Recommendation:** Informational only

**Discussion:**

Colorado River Connectivity Channel (CRCC)

The work on the connectivity channel is nearly complete; however, the project will still need to fund some communication signal between the gate that allows water into Windy Gap Reservoir and the Windy Gap Pump Plant. Options are being evaluated but it appears Fiber connectivity is the preferred choice despite the significant cost.

Chimney Hollow



air temperatures. Double shifts have started on site enabling the crews to increase the dam height by 3.75 feet per week.

Most of the valves have been shipped from their overseas manufacturing locations. The impact of COVID and the Ukrainian war have increased costs substantially for the valve manufacturers and others. Northern has reached an agreement to enable the completion of the valve house. One of the manufacturers was holding the final valve as a bargaining chip to get

The current dam height is 185 feet from the downstream toe. The second payment of \$5 Million to the Grand Foundation was made according to the settlement for reaching the halfway point in construction. Great progress was made this year during the winter as compared to the winter last year with nearly three times as much work being completed. During the winter months, the crews used heating tubes to continue paving with adequate



some level of reimbursement. The amount was not as high as the manufacturer was requesting but still higher than Northern was hoping for. The goal is to have all valves installed prior to the metal building going up around them in late June.

Northern signed a change order extending the completion date by a few months due to the issues with the grouting program for the foundation. The revised schedule results in a very favorable outcome with the final completion still on track for August 2025.

Northern has been working with the State Engineer's office to prepare a commissioning/start-up procedure. This will limit the filling of the reservoir to one foot per day.

Northern has prepared a 10-year Assessment Projection for each firming participant, excluding order-related costs. The projection will be very helpful for LTWD and Barefoot to understand upcoming costs.

TOURS – Would the board like to schedule another tour to Chimney Hollow overlook this summer?

# Agenda Item Summary

Little Thompson Water District

Date: April 18, 2024

Item: 6.5 Lead Service Line Investigation (LSLI)

Staff: Kammy Tinney, Business Project Manager

## **Subject: Lead Service Line Investigation – Project Status**

### **Staff Recommendation: Information Only**

**Discussion: Following Board authorization provided on February 15<sup>th</sup> for the initial budget of \$825,000 to commence Phase I of the LSLI Project, staff hit the ground running and have coordinated and completed the following to date:**

- Data Sort to Identify Service Line Material (Ongoing)
  - ❖ Coordination with IMEG
  - ❖ Dashboard Set-Up for Data Retrieval
- Research Available Grant and Loan Funding Options
- Establish Project Team, SharePoint Site, and Regular Coordination Efforts
- Public Bid and Contractor Selection for Potholing Project (Kantex at \$190,000)
- Further Data Sort to Identify Properties for Sampling Pool
- Determination of a System by Region for Property Owner/Contractor Coordination
- Determination of a System/Established Timelines for Public Outreach Efforts
- Coordination with WildRock for Public Outreach Efforts to Include:
  - ❖ Website Setup
  - ❖ Customer Survey – Coordination with IMEG Re Online Survey/Data Collection
  - ❖ Letter, Postcard, and Doorhanger Communications to Property Owners
  - ❖ FAQ and Script for Customer Service Team
- Project Overview and Coordination with Customer Service Team to Include Temporary Team Member (Welcome Arika Mansfield!)
- Completed First Round of Public Outreach to 106 Property Owners the week of April 8<sup>th</sup>

Outreach will continue on a rolling schedule, reaching out to groups of 20 plus/minus customers every week. Outreach and potholing is expected to be complete by August 30, 2024. The general flow of communications is:

- Week 1 - Send out emails and letters indicating that work will be done on-site in 3-5 weeks.
- Week 2 - Send out a postcard indicating work will be done in 2-4 weeks.
- Weeks 2-4 – Customers complete the questionnaire giving LTWD time to review and confirm the information provided is adequate. If completed within the 2–3-week timeframe customers will receive a \$50 bill credit.
- Week 4
  - ❖ LTWD locates the service line/pothole locations on the property and puts a door hanger on the home indicating work will be completed within a week.
  - ❖ Utility locates are called in for the location.

- ❖ Potholing is initially completed by Kantex with representatives of LTWD (managing consultant and/or LTWD) managing onsite work and interfacing with the customer. If the homeowner is home, permission is requested to enter if they have not submitted the questionnaire. If entrance is allowed and testing is acceptable for determining "non-lead" customers will receive a \$50 bill credit.

Phase I of the LSLI Project will continue for the next six months with conclusion of the first report due to CDPHE on October 16, 2024. We will continue to provide periodic updates to the Board as the project progresses.



# Agenda Item Summary

Little Thompson Water District

Date: April 18, 2024

Item: 6.6 Public Hearing Action Item

Staff: Judy O'Malley, Administrative Assistant

**Subject:** LTWD Larimer County Inclusions – Resolution 2024-11  
LTWD Weld County Inclusions – Resolution 2024-12  
LTWD Larimer County Exclusions – Resolution 2024-13  
LTWD Weld County Exclusions – Resolution 2024-14

**Staff Recommendation:** Staff recommends approval authorizing the Board President and Secretary to complete the documents required to include or exclude the properties, as listed below, to or from the Little Thompson Water District.

**Discussion:** The inclusions and exclusions for the properties listed below are being done to comply with District Rules and Regulations. See the attached location maps.

LITTLE THOMPSON WATER DISTRICT  
835 E. HIGHWAY 56  
Berthoud, Colorado 80513  
970-532-2096

**RESOLUTION 2024-11**

A RESOLUTION TO GRANT PETITIONS  
FOR PROPERTY INCLUSION INTO THE  
LITTLE THOMPSON WATER DISTRICT

**"RESOLVED** that **LITTLE THOMPSON WATER DISTRICT** grant the Petitions for Inclusion of Land into the District by the following property owners of the properties described as follows:

Property Owner: Oldcastle APG West Inc.  
Parcel Number: 8530000028  
Property Address: 1930 E. Hwy. 402, Loveland, CO 80537  
Legal Description: BEG AT NE COR OF NW 1/4 30-5-68, S 0 4' 45" W 30 FT TPOB, W 366.79 FT, S 0 4' 45" W 1352.66 FT, E 366.79 FT, N 0 4' 45" E 1352.66 FT M/L TPOB, COUNTY OF LARIMER, STATE OF COLORADO

for the inclusion of their properties in said District. It is resolved that the President and Secretary of the District do any and all things necessary to include such properties into the District."

"I hereby certify that the above Resolution was duly and regularly adopted by the Little Thompson Water District at a meeting of the Board of Directors held on April 18, 2024."

\_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary

[SEAL]

LITTLE THOMPSON WATER DISTRICT  
835 E. HIGHWAY 56  
Berthoud, Colorado 80513  
970-532-2096

**RESOLUTION 2024-12**

A RESOLUTION TO GRANT PETITIONS  
FOR PROPERTY INCLUSION INTO THE  
LITTLE THOMPSON WATER DISTRICT

**"RESOLVED** that **LITTLE THOMPSON WATER DISTRICT** grant the Petitions for Inclusion of Land into the District by the following property owners of the properties described as follows:

Property Owner: Barefoot LLC  
Parcel Number: 120736109017, 120736109021, 120736111031, 120736111032, & 120736111033  
Property Address: N/A  
Legal Description: TRACTS D, F, G, H, & I BAREFOOT LAKES FG NO. 6, COUNTY OF WELD, STATE OF COLORADO

Property Owner: Barefoot LLC  
Parcel Number: 120736109018  
Property Address: N/A  
Legal Description: PT TRACT C BAREFOOT LAKES FG NO. 6 LYING W OF LN COMM N16 COR SEC TH S88D29W 30.00 S88D29W 1281.21 N25D30W 413.76 TO POB TH N25D30W 160.47 N64D30E 198.05, COUNTY OF WELD, STATE OF COLORADO

Property Owner: Barefoot LLC  
Parcel Number: 120736109019  
Property Address: N/A  
Legal Description: PT TRACT C BAREFOOT LAKES FG NO. 6 LYING E LN COMM N16 COR SEC TH S88D29W 30.00 S88D29W 1281.21 N25D30W 413.76 TO POB TH N25D30W 160.47 N64D30E 198.05 AND LYING W OF LN COMM N16 COR SEC TH S88D29W 30.00 S88D29W 1281.21 N25D30W 318.79 TO POB TH N64D30E 230.00 N25D30W 236.81, COUNTY OF WELD, STATE OF COLORADO

Property Owner: Barefoot LLC  
Parcel Number: 120736109020  
Property Address: N/A  
Legal Description: PT TRACT C BAREFOOT LAKES FG NO. 6 THAT PT LYING E OF LN COMM N16 COR SEC TH S88D29W 30.00 S88D29W 1281.21 N25D30W 318.79 TO POB TH N64D30E 230.00 N25D30W 236.81, COUNTY OF WELD, STATE OF COLORADO

Property Owner: Barefoot LLC  
Parcel Number: 120736103020 & 120736105018  
Property Address: N/A  
Legal Description: PT TRACTS A & E BAREFOOT LAKES FG NO. 6 EXC PT LYING NW4, COUNTY OF WELD, STATE OF COLORADO

Property Owner: Barefoot LLC  
Parcel Number: 120736109014  
Property Address: N/A  
Legal Description: TRACT B BAREFOOT LAKES FG NO. 6, COUNTY OF WELD, STATE OF COLORADO

Property Owner: Barefoot LLC  
Parcel Number: 120736112003 through 120736112007  
Property Address: N/A  
Legal Description: Lots 1 THROUGH 7, BLOCK 1 BAREFOOT LAKES FG #6 AMD #1 COUNTY OF WELD, STATE OF COLORADO

Property Owner: Barefoot LLC  
Parcel Number: 120736113001 through 120736113004  
Property Address: N/A  
Legal Description: Lots 1 THROUGH 4, Block 2 BAREFOOT LAKES FG #6 AMD #1, COUNTY OF WELD, STATE OF COLORADO

Property Owner: Barefoot LLC  
Parcel Number: 120736114001 through 120736114007  
Property Address: N/A  
Legal Description: Lots 1 THROUGH 7, Block 3 BAREFOOT LAKES FG #6 AMD #1, COUNTY OF WELD, STATE OF COLORADO

Property Owner: Lennar Colorado LLC  
Parcel Number: 120736103005 through 120736103018  
Property Address: 5485, 5495, 5505, 5515, 5525, 5535, 5543, 5553, 5563, 5571, 5581, 5591, 5601, & 5609 Inland Ave., Firestone, CO 80504  
Legal Description: Lots 5 through 16 Block 1 BAREFOOT LAKES FILING NO. 6, AS RECORDED MARCH 16, 2023, UNDER RECEPTION NO. 4886912, TOWN OF FIRESTONE, COUNTY OF WELD, STATE OF COLORADO

Property Owner: Lennar Colorado LLC  
Parcel Number: 120736106001 through 120736106012, 120736106013 through 120736106024, & 120736106025 through 120736106028  
Property Address: 5508, 5516, 5528, 5538, 5546, 5556, 5566, 5578, 5588, 5598, 5604, & 5614 Inland Ave., 5609, 5601, 5591, 5581, 5571, 5563, 5553, 5543, 5535, 5525, 5515, & 5505 Wisteria Ave., & 12916, 12926, 12934 & 12950 Range St., Firestone, CO 80504  
Legal Description: Lots 1 through 12, Lots 13 through 24, & Lots 25 through 28 Block 4 BAREFOOT LAKES FILING NO. 6, AS RECORDED MARCH 16, 2023, UNDER RECEPTION NO. 4886912, TOWN OF FIRESTONE, COUNTY OF WELD, STATE OF COLORADO

Property Owner: Lennar Colorado LLC  
Parcel Number: 120736107001 through 120736107012, 120736107013 through 120736107024, & 120736107025 through 120736107028  
Property Address: 5508, 5516, 5528, 5538, 5546, 5556, 5566, 5578, 5588, 5598, 5604, & 5614 Wisteria Ave., 5609, 5601, 5591, 5581, 5571, 5563, 5553, 5543, 5535, 5525, 5515, & 5505 Tamarak Ave., & 12860, 12870, 12880 & 12890 Range St., Firestone, CO 80504  
Legal Description: Lots 1 through 12, Lots 13 through 24, & Lots 25 through 28 Block 5 BAREFOOT LAKES FILING NO. 6, AS RECORDED MARCH 16, 2023, UNDER RECEPTION NO. 4886912, TOWN OF FIRESTONE, COUNTY OF WELD, STATE OF COLORADO

Property Owner: Jacquelin Morales Quiroz & Gibran Renova Almanza  
Parcel Number: 120709417017  
Property Address: 210 E. 7<sup>th</sup> St., Mead, CO 80542  
Legal Description: MEA MS18-33 L33 BLK18 MEAD SQUARE, COUNTY OF WELD, STATE OF COLORADO

for the inclusion of their properties in said District. It is resolved that the President and Secretary of the District do any and all things necessary to include such properties into the District."

"I hereby certify that the above Resolution was duly and regularly adopted by the Little Thompson Water District at a meeting of the Board of Directors held on April 18, 2024."

\_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary

[SEAL]

LITTLE THOMPSON WATER DISTRICT  
835 E. HIGHWAY 56  
Berthoud, Colorado 80513  
970-532-2096

**RESOLUTION 2024-09**

A RESOLUTION TO GRANT PETITIONS  
FOR PROPERTY EXCLUSION FROM THE  
LITTLE THOMPSON WATER DISTRICT

**"RESOLVED** that **LITTLE THOMPSON WATER DISTRICT** grant the Petitions for Exclusion of Land from the District by the following property owners of the properties described as follows:

- Property Owner: C R II LLC  
Parcel Number: 8504329003  
Property Address: NA  
Legal Description: Portion of OutLot C, MILLENNIUM NORTHWEST 16th SUB, LOV (20200059881) LESS POR OF OUTLOT C IN TAX DISTRICT 2238 ON 85043-29-004, COUNTY OF LARIMER, STATE OF COLORADO
- Property Owner: Centerra Investments LLC/CR II LLC, C R Development Inc  
Parcel Number: 8509247001  
Property Address: 4003 Mandall Lakes Dr., Loveland, CO 80538  
Legal Description: OUTLOT A, MILLENNIUM NORTHWEST SIXTH SUB, LOV (20150045898), COUNTY OF LARIMER, STATE OF COLORADO
- Property Owner: Centerra Properties West LLC  
Parcel Number: 8509000005  
Property Address: 4503 E. Hwy. 34, Loveland, CO 80537  
Legal Description: BEG AT PT ON NRLY R/W HWY 34 WH S 1/4 COR 9-5-68 BEARS S 01 21' W 50 FT, S 88 25' E 40 FT TPOB, N 1 21' E 217.6 FT, N 88 25' W 200 FT, S 1 21' W 217.6 FT TO NRLY R/W HWY 34, S 88 25' E 200 FT TO BEG;; COUNTY OF LARIMER, STATE OF COLORADO
- Property Owner: Centerra Properties West LLC  
Parcel Number: 8503000002  
Property Address: N/A  
Legal Description: SE 3-5-68, LESS RR & LESS TO STATE HWY, LOV; LESS BK 277 PG 10; LESS 20140072160; LESS 20200043880, COUNTY OF LARIMER, STATE OF COLORADO
- Property Owner: Centerra Properties West LLC  
Parcel Number: 8511000010  
Property Address: 6855 E. Eisenhower Blvd., Loveland, CO 80537  
Legal Description: PT W 1/2 11-5-68, LOV, DESC AS BEG AT S 1/4 COR, TH ALG E LN OF W 1/2 N 1 9' 13" E 131.31 FT TO PT ON CUR CONC N, C/A 0 11' 45", RAD 28557.9 FT TPOB, TH WRLY ALG ARC 97.61 FT, TH TANG FROM SD CUR S 89, COUNTY OF LARIMER, STATE OF COLORADO
- Property Owner: Centerra Properties West LLC  
Parcel Number: 8510000001  
Property Address: N/A  
Legal Description: NE 1/4 10-5-68; LESS 14.15 AC TO U P, LESS 6.51 AC HWY, LOV; LESS 2001092257: LESS 2004-0057137 & 2004-0057139; 20040080052; LESS 20200043880;; COUNTY OF LARIMER, STATE OF COLORADO
- Property Owner: Centerra Properties West LLC  
Parcel Number: 8509000012  
Property Address: N/A  
Legal Description: BEG AT S 1/4 COR 9-5-68, N 50 FT TPOB, N 217.6 FT, W 40 FT, S 217.6 FT, E 40 FT TPOB (SPLIT FROM 85090 00 002), COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Centerra Properties West LLC  
 Parcel Number: 8510320001  
 Property Address: N/A  
 Legal Description: POR OUTLOT A, MCWHINNEY 11 DESC AS COM AT W 1/4 COR 10-5-68, TH ALG N LN SW 1/4 N 89 21' 24" E 144.97 FT TO E ROW ROCKY MOUNTAIN AVE & TPOB, TH N 89 21' 24" E 2294.52 FT TO NONTANG CUR CONC W, C/A 10, COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Centerra Properties West LLC  
 Parcel Number: 8510205702  
 Property Address: N/A  
 Legal Description: PAR 2, CLOVERLEAF KENNEL CLUB MLD 98-S1326 (99036246); LOV, LESS RD ROW PER 2000036219; LESS 20030074437, COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Centerra Properties West LLC  
 Parcel Number: 8510000007  
 Property Address: 2127 NW Frontage Rd., Loveland, CO 80538  
 Legal Description: BEG AT PT ON W LN HWY 185 WH BEARS N 3 55' W 2271 FROM S 1/4 COR 10-5-68, LOV, TH N 89 43' W 417 FT, N 70 7' E 200 FT, N 52 33' E 100 FT, N 36 30' E 251 FT TO W LN SD HWY, TH S 0 17' W ALG SD HWY 355, COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Centerra Properties West LLC  
 Parcel Number: 8510411003  
 Property Address: N/A  
 Legal Description: OUTLOT C, MILLENNIUM EAST FIRST SUB, LOV 20040080052, COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Centerra Properties West LLC  
 Parcel Number: 8504408003  
 Property Address: 3697 Rocky Mountain Ave., Loveland, CO 80538  
 Legal Description: OUTLOT C, MILLENNIUM NORTHWEST THIRD SUB, LOV (20070008149); AND ALSO POR VACATED RIGHT OF WAY PER 20080024161; LESS ROW PER 20120011405, COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Centerra Properties West LLC  
 Parcel Number: 8504408004  
 Property Address: 3467 Rocky Mountain Ave., Loveland, CO 80538  
 Legal Description: OUTLOT D, MILLENNIUM NORTHWEST THIRD SUB, LOV (20070008149), COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Centerra Properties West LLC  
 Parcel Number: 8510109001  
 Property Address: 6117 Sky Pond Dr., Loveland, CO 80538  
 Legal Description: LOT 1, BLOCK 1, MILLENNIUM EAST 4TH SUB, LOV (20070026688), COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Centerra Properties West LLC  
 Parcel Number: 8504413002  
 Property Address: N/A  
 Legal Description: TRACT B, MILLENNIUM NORTHWEST EIGHTH SUB, AMENDED PLAT NO 1, LOV (20170016261); LESS ROW 20190027104; LESS ROW 20190027105, COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Centerra Properties West LLC  
 Parcel Number: 8504413004  
 Property Address: N/A  
 Legal Description: TRACT D, MILLENNIUM NORTHWEST EIGHTH SUB, AMENDED PLAT NO 1, LOV (20170016261); LESS ROW 20190027104, COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Centerra Properties West LLC  
 Parcel Number: 8504413005  
 Property Address: N/A  
 Legal Description: TRACT E, MILLENNIUM NORTHWEST EIGHTH SUB, AMENDED PLAT NO 1, LOV (20170016261), COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Centerra Properties West LLC  
 Parcel Number: 8510422001  
 Property Address: N/A  
 Legal Description: Portion of Lot 1, Block 2, MILLENNIUM EAST SEVENTH SUB, LOV (20180048438) SEE ALSO POR IN TAX DIST 2222 ON PARC 85113-12-001, COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Salg Family LLC  
 Parcel Number: 8509409002  
 Property Address: 1405 Rocky Mountain Ave., Loveland, CO 80538  
 Legal Description: LOT 2 BLK 1, MCWHINNEY 10TH SUB, LOV, COUNTY OF LARIMER, STATE OF COLORADO

for the exclusion of their properties from said District. It is resolved that the President and Secretary of the District do any and all things necessary to exclude such properties from the District."

"I hereby certify that the above Resolution was duly and regularly adopted by the Little Thompson Water District at a meeting of the Board of Directors held on March 21, 2024."

\_\_\_\_\_  
 President

Attest: \_\_\_\_\_  
 Secretary

[SEAL]

LITTLE THOMPSON WATER DISTRICT  
835 E. HIGHWAY 56  
Berthoud, Colorado 80513  
970-532-2096

**RESOLUTION 2024-14**

A RESOLUTION TO GRANT PETITIONS  
FOR PROPERTY EXCLUSION FROM THE  
LITTLE THOMPSON WATER DISTRICT

**"RESOLVED** that **LITTLE THOMPSON WATER DISTRICT** grant the Petitions for Exclusion of Land from the District by the following property owners of the properties described as follows:

Property Owner: High Plains Estate JV LLC  
Parcel Number: 106102100021  
Property Address: Johnstown, CO  
Legal Description: JOH PT E2NE4 2-4-68 (KLEIN I-25 ANNEX) LOT B REC EXEMPT RE-1488, COUNTY OF WELD, STATE OF COLORADO

Property Owner: High Plains Estate JV LLC  
Parcel Number: 106102100001  
Property Address: Johnstown, CO  
Legal Description: W2NE4 2-4-68 EXC BEG N4 COR TH S06D24E 2315.53 TO S LN NE4 S88D59W 129.91 TO C4 N03D11W 2306.94 TO POB AND EXC COMM C4 COR OF SEC TH N88D59E 129.91 TO POB TH N06D25W 2285.39 N89D47E 60.36 S06D25E 2284.52 S88D58W 60.27 TO POB AND EXC COMM N4 COR SEC TH S57D03E 109.75 TO POB TH N89D47E 785.83 S00D10E 200.41 N89D49E 150.12 S10D10E 179.67 N79D27E 200.00 S10D32E 269.37 TH CURVE RT (R=1160 DEL=04D0642 ARC=83.24) TH S06D25E 139.78 S87D06W 118.90 S88D58W 1053.01 N06D25W 828.52 N41D41E 33.38 TO POB, COUNTY OF WELD, STATE OF COLORADO

Property Owner: High Plains Estate JV LLC  
Parcel Number: 106102100003  
Property Address: Johnstown, CO  
Legal Description: PT W2NE4 2-4-68 COMM N4 COR SEC TH S57D03E 109.75 TO POB TH N89D47E 785.83 S00D10E 200.41 N89D49E 150.12 S10D10E 179.67 N79D27E 200.00 S10D32E 269.37 TH CURVE RT (R=1160 DEL=04D0642 ARC=83.24) TH S06D25E 139.78 S87D06W 118.90 S88D58W 1053.01 N06D25W 828.52 N41D41E 33.38 TO POB, COUNTY OF WELD, STATE OF COLORADO

Property Owner: White Range LLC & Bruce W. Gillam  
Parcel Number: 106101400051  
Property Address: N/A  
Legal Description: PT SE4 1-4-68 BEG SE COR SE4 S89D43W 1322.16 N04D05E 31.32 TO TRUE POB N89D57W 284.27 S89D38W 316.29 N12D35E 18.60 N23D52E 42.98 N44D47E 20.11 N60D25E 35.93 N77D37E 100.36 N86D39E 97.02 N76D43E 123.11 N66D52E 159.31 N36D57E 53.24 N47D26W 353.24 N42D52W 222.36 N40D27W 139.61 N71D18W 272.94 S21D45W 161.63 S04D47W 148.11 S89D38W 161.74 N02D45W 541.03 N89D33E 176.49 CURVE TO LEFT 507.36 CHORD=N62D16E 487.43 RAD=519.55 S63D31E 104.72 N74D46E 90.21 N26D28E 80 N88D08E 149.28 S78D57E 422.26 S01D22W 127.75 S78D09W 156.81 S61D20W 22.85 S47D13W 47.66 S34D16W 73.03 S28D15W 97.98 S04D05W 387.77 TO POB EXC LOT 1 CORBETT GLEN FG 8 ALSO EXC COMM SE SEC COR TH S89D43W 1322.11 N04D05E 31.32 TO POB TH N04D05E 418.62 S24D27E 164.38 S36D57W 53.24 S66D52W 159.31 S76D43W 123.11 N86D39W 97.02 S77D37W 100.36 S60D25W 35.93 S44D47W 20.11 S23D52W 42.98 S12D35W 18.6 N89D38E 316.29 S89D57E 284.27 TO POB, COUNTY OF WELD, STATE OF COLORADO



Property Owner: White Range LLC & Bruce W. Gillam  
 Parcel Number: 106101400052  
 Property Address: N/A  
 Legal Description: PT SE4 1-4-68 COMM SE SEC COR TH S89D43W 1322.11 N04D05E 31.32 TO POB TH  
 N04D05E 387.3 S24D27W 164.38 S36D57W 53.24 S66D52W 159.31 S76D43W 123.11 N86D39W  
 97.02 S77D37W 100.36 S60D25W 35.93 S44D47W 20.11 S23D52W 42.98 S12D35W 18.6  
 N89D38E 316.29 S89D57E 284.27 TO POB, COUNTY OF WELD, STATE OF COLORADO

for the exclusion of their properties from said District. It is resolved that the President and Secretary of the District do any and all things necessary to exclude such properties from the District."

"I hereby certify that the above Resolution was duly and regularly adopted by the Little Thompson Water District at a meeting of the Board of Directors held on April 18, 2024."

\_\_\_\_\_  
 President

Attest: \_\_\_\_\_  
 Secretary

[SEAL]

# Agenda Item Summary

Little Thompson Water District

Date: April 18, 2024

Item: 7.1 District Manager's Report

Staff: Amber Kauffman, District Manager

**Subject:** Manager's Report

**Staff Recommendation:** Informational Only

**Discussion:** The following is a summary of my activities and happenings in the District over the past month.

## **District Activities:**

On March 27 the office was closed in the morning to have an emergency response training at the Berthoud Recreation Center. Staff reviewed what to do with active shooter scenarios with the assistance of the Larimer County Sheriff's office's Sergeant Williamson. Staff also learned more about cybersecurity and received direction of what to do from LTWD's IT consultant, Stratus.

Amanda and I attended a seminar on AI in your business hosted by the Berthoud and Loveland Chambers. It was eye opening to see the power and potential consequences of AI in business if used and not appropriately understood.

## **District Staffing:**

LTWD is currently looking for a new GIS Specialist. The position is extremely important to the organization, and it will be critical to get the expertise needed for the role and the system as it currently sits. Consideration for a talent provider is being evaluated.

We have not published the opening for the operations manager yet. We are evaluating the job description to ensure the duties are appropriate and the type of person we find is ready for the growth that the District has been and will continue to experience.

We are also going to be advertising for a customer service representative by the end of April. The position was budgeted this year.

Below is a status update for all the 2024 goals and their rankings. Decent progress has been made but most will take all year.

## 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 - *held first presentation, continue quarterly*
- (2) Raw water master plan - *in progress*

## Treatment and Transmission

- (1) Master Plan completion - *in progress*
- (6) Project long term treatment capacity need and priority locations - *will be part of the master plan process*
- (13) Markam Tank Planning including Engineering and Access - *not started*
- (5) Easement acquisition for Northeast Transmission Line and two native water pipeline projects - *NE Transmission Line - 14 of 22 easements final, 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 - *Not started on IGA but ownership of Mead Crossing eminent.*

## Business Management

- (8-tie) Finalize a Development Agreement for use with Developers - *DONE!*
- (4) Prioritize long term projects and evaluate funding options - *will be a part of the master plan*
- (7) Assignment of allotments to all residential taps for implementation of surcharges in 2025 - *postcards went out in February to notify all customers*
- (8-tie) Continue with non-residential allotment assignment - *no progress*

## Operations and Technology

- (15) Determine size of office and land required for future growth. - *no progress*
- (3) Finish database for Lead Service Line Inventory prior to October 16 - *notification to customers has begun, potholing contractor selected*

# Agenda Item Summary

Little Thompson Water District

Date: April 18, 2024

Item: 7.2 Business Manager's Report

Staff: Angela Diekhoff-Business Manager

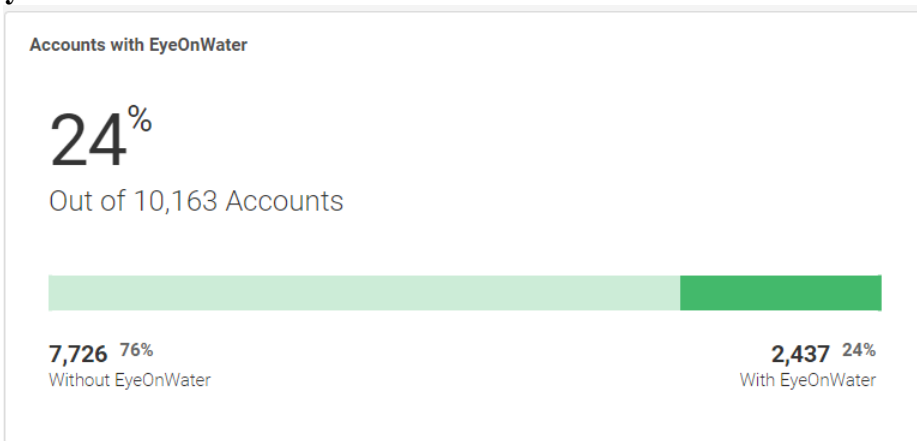
**Subject:** April Board Meeting, Business Manager Report.

**Staff Recommendation:** For Information.

**Discussion:**

**Board:**

**Eye on Water:**



# Agenda Item Summary

Little Thompson Water District

Date: April 18, 2024

Item: 7.3 District Engineer's Report

Staff: Brad Eaton, P.E. - District Engineer

**Subject:** April Board Meeting, Engineering Report

**Staff Recommendation:** For Information Only

**Discussion:**

COMMITMENT TO SERVE REQUESTS: 6 new tap requests & 4 ADU requests for March, bringing the 2024 total to 19 new & 5 ADU. (2023 TOTAL: 76 new, 14 ADU's).

ONGOING AND 2024 CAPITAL PROJECTS *FUNDED BY BOND PROCEEDS	PROJECT STATUS	BUDGETS TOTAL / 2024 / SPENT TO DATE
*NORTHEAST TRANSMISSION LINE (#70-137-00000)	LTWD staff continues to assist CRLS with easement acquisition and the team continues to make progress. 14 of the 22 easements acquired to date.	\$5,400,000 / \$2,583,333 / \$737,420
*LOVELAND / CAMPION CONVERSION PROJECT #1 (#70-139-00000)	Water system infrastructure construction is substantially complete. Final clean up and road grading in progress.	\$3,128,000 / \$2,628,000 / \$2,026,294
COUNTY ROAD IMPROVEMENTS (#70-100-00000)	New Larimer County bridge improvement project at CR14 & 15H will impact LTWD infrastructure. Project scope and costs to be determined.	\$225,000 / \$225,000 / \$0
SCADA IMPROVEMENTS (#70-103-00000)	Costs to date for final payment for two FreeWave radio conversions and SCADA system maintenance. 2024 upgrade projects pending.	\$200,000 / \$200,000 / \$14,194
SMALL LINE IMPROVEMENTS (#70-121-00000)	Ongoing budget item to replace various small waterlines.	\$100,000 / \$100,000 / \$0
DRY CREEK FLOATING PHOTOVOLTAIC FEASIBILITY STUDY (#70-143-00000)	Study is in progress.	\$70,000 / \$70,000 / \$0
WATER SYSTEM MASTER PLAN UPDATE (#53-400-00000)	Consultant continues work on the new water model. Collaboration with Water Resources for future demands in progress.	\$150,000 / \$75,000 / \$22,545
H2 AND RFO RAW WATER INFRASTRUCTURE (#73-104-41003), (#73-105-00000)	Environmental evaluation, alignment study & property owner discussion in progress.	TBD / \$1,125,000 / \$184,363
2 <sup>nd</sup> USE INFRASTRUCTURE STUDY (73-106-00000)	Solicit proposals from consultants – Pending.	\$120,000 / \$120,000 / \$0
3 <sup>RD</sup> AND WELKER – MEAD (#70-147-00000)	Bids received and project awarded to Gopher Excavation, Construction start in May.	\$400,000 / \$400,000 / \$78,104
BUCKHORN TANK MIXING SYSTEM STUDY (#70-146-00000)	Study is underway.	\$45,000 / \$45,000 / \$0
TWIN MOUNDS PASSIVE MIXING SYSTEM (#70-145-00000)	Research other qualified vendors - pending.	\$249,700 / \$249,700 / \$0
TWIN MOUNDS EXTERIOR CATHODIC PROTECTION (#70-150-00000)	Site walk with vendor complete, updated quote pending.	\$87,000/ \$87,000/ \$0

<b>ONGOING AND 2024 CAPITAL PROJECTS *FUNDED BY BOND PROCEEDS</b>	<b>PROJECT STATUS</b>	<b>BUDGETS TOTAL / 2024 / SPENT TO DATE</b>
<b>WATER EFFICIENCY / WATER LOSS</b> (70-151-00000)	Scope to be determined – pending.	\$500,000/ \$500,000 /\$0
<b>30-INCH BAREFOOT LINE REIMBURSEMENT</b> (#70-152-00000)	Barefoot negotiating final contract with Garney Construction.	TBD/ \$310,000/ \$0
<b>SECURITY LIGHTING AND CAMERAS AT TANK SITES</b> (#70-170-00000)	Test units purchased and testing pending.	\$17,600/ \$17,600/ \$0
<b>NEW STORAGE BUILDING AT DRY CREEK</b> (#72-131-00000)	Finalizing quotes from builders.	Joint Expense \$61,000 – LTWD Portion
<b>NEW BOAT FOR DRY CREEK SAMPLING</b> (#72-131-00000)	Boat and motor selected, purchase pending.	Joint Expense \$7,500 – LTWD Portion
<b>BOTTERILL / LTWD SYSTEM MODS.</b> (#70-149-00000)	Railroad not responsive to continued communication attempts.	\$48,070 / \$48,070 / \$5,000

**New Development Projects:** No new projects.

<b>Active Development Name</b>	<b>Lots / type of development</b>	<b>Status</b>
Access 25 South	9 Commercial	Beginning Mead's entitlement process
Barefoot Lakes Filing 7	238 Residential	In design.
Range View Estates	75 Residential	Final acceptance pending.
Home Depot Distribution Center	Industrial / Commercial	Final acceptance pending.
Horizon Hills Offsite	Offsite 16-inch waterline	Final acceptance pending.
Horizon Hills	269 Residential (modular)	Final acceptance issued for Phase 1
Red Barn	457 Residential	Final acceptance issued for Phases A1, & A1-A
Elevation 25 (Formerly Mann Farms)	7 Commercial	Final acceptance issued Phase 1.
Gopher Gulch RV Park	145 RV spaces	Under construction.
QuikTrip	1 Commercial I	Final acceptance issued. Facility is open.
Barefoot Offsite Ronald Reagan Phase 3	Offsite for Residential	Under construction.
Mountain View Estates	3 Lot Residential	Design approved. No recent activity.
Hawks Ridge Subdivision	120 Residential plus commercial	Design approved. No recent activity.
Mead Place	313 Residential, Multifamily and Commercial	Design approved. No recent activity.
Waterfront	1,800 Residential plus Commercial	Final design approved.
Meadow Ridge	958 Single Family Equivalent (SFE) - Residential and Commercial	In final design.
Club Carwash	1 Commercial	Initial acceptance issued.
RV Retreat	Residential (Expansion)	In design
Buffalo Highlands	1,269 Lot Residential Plus Commercial	In design
Root Shoot Malting – Facility Expansion	Commercial	Phase 2 in design.
Mead Village	96 Residential	No current activity
Raterink Lot 2	1 Commercial	Becoming active
Grand Meadow (aka Douthit)	400 Residential	No current activity.
Turion - Revised	3,660 Residential plus commercial - total buildout.	No current activity.
Schulz Property	Single Industrial Lot	Beginning entitlement process with Mead. Commitment letter issued. No recent activity
Lemmon Family Trust Conservation	45 Residential Lots	In design.
Flying J Truckstop	1 Commercial	No current activity

**Other:**

1. CDOT agreement returned to CDOT with significant edits. Scope of impacts to LTWD pending.
2. LSLI project public outreach underway. Potholing contractor selected and ready to start early May.
3. GIS position is vacant. Will be seeking a senior level replacement, and the search is underway. IMEG will provide interim support.

# Agenda Item Summary

## Little Thompson Water District

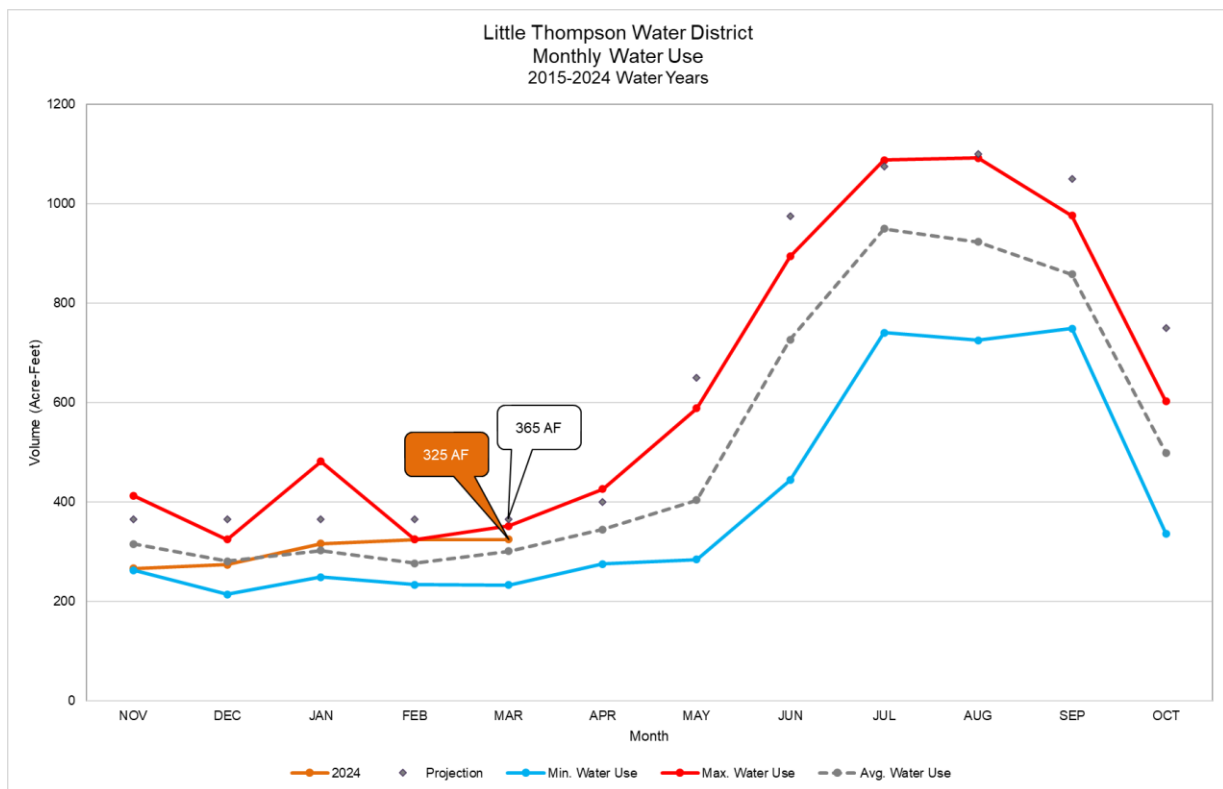
Date: April 18, 2024

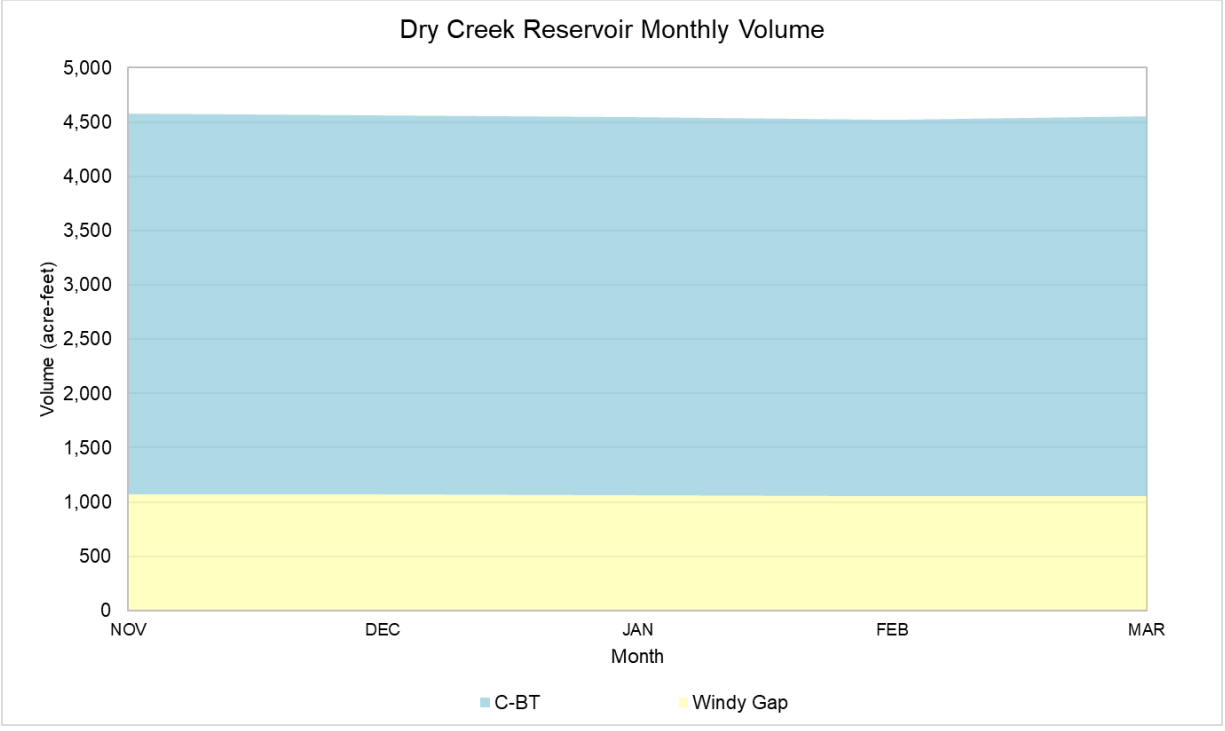
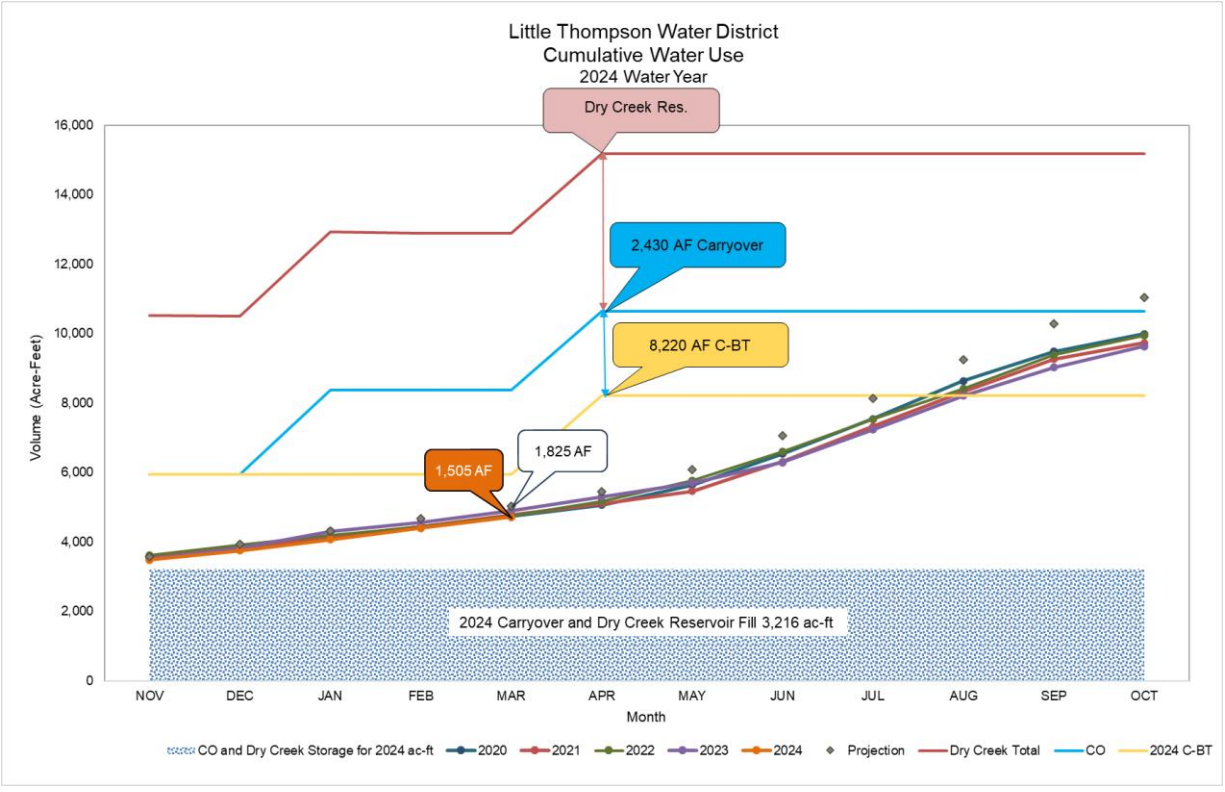
Item: 7.4 Water Resources Manager's Report

Staff: Nancy Koch, Water Resources Adviser

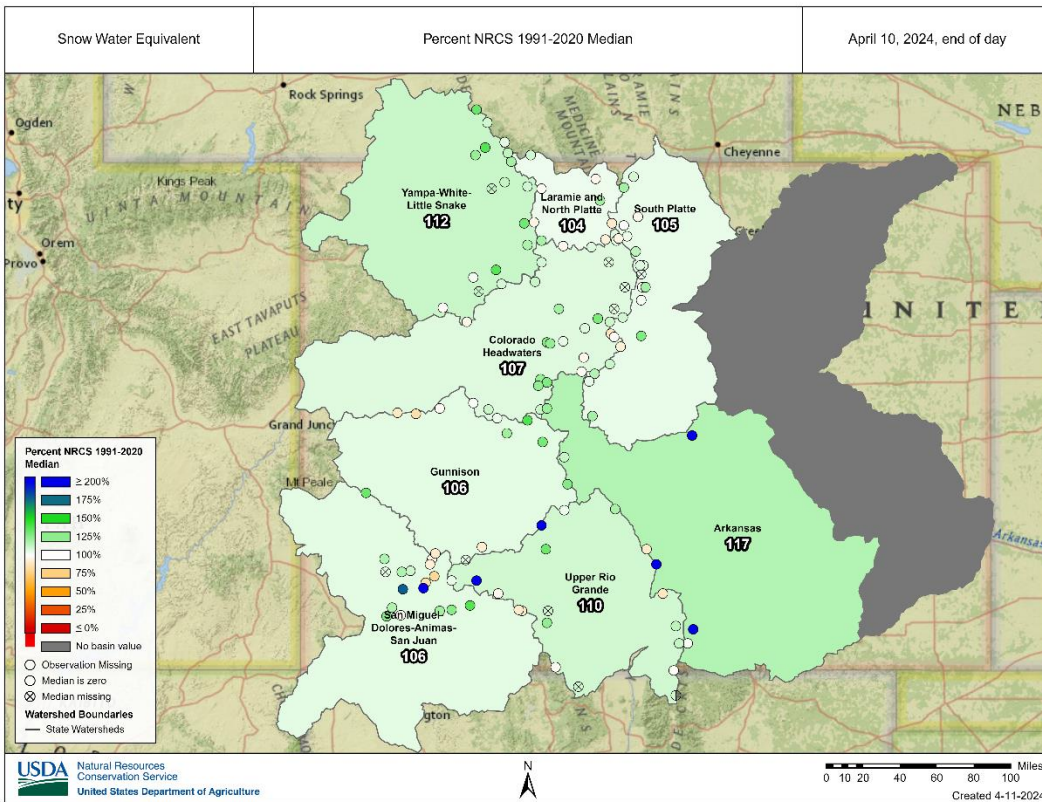
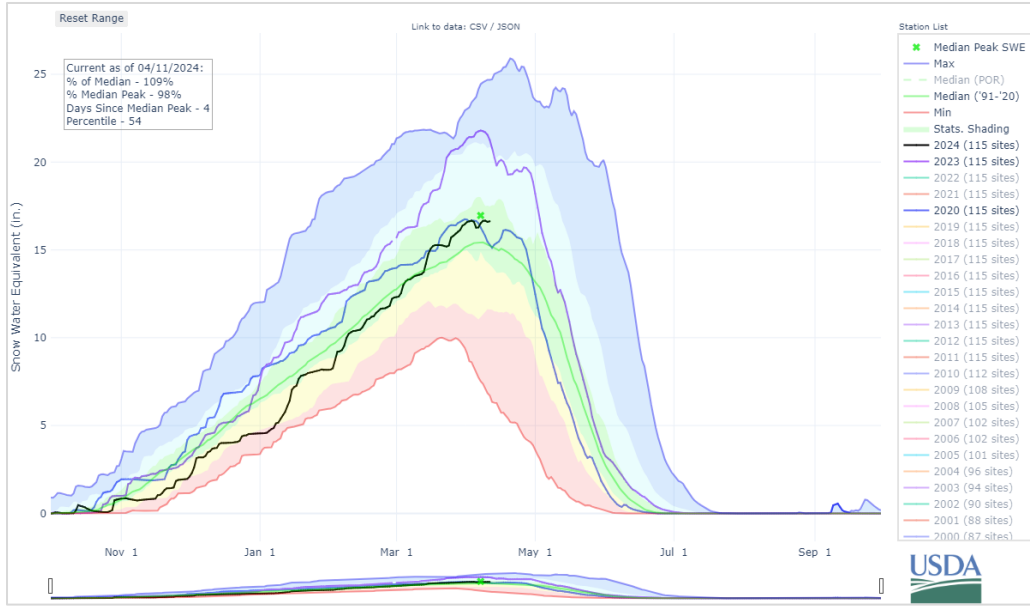
**Subject:** March Water Use

**Staff Recommendation:** Information Only









# Agenda Item Summary

Little Thompson Water District

Date: April 18, 2024

Item: 7.5

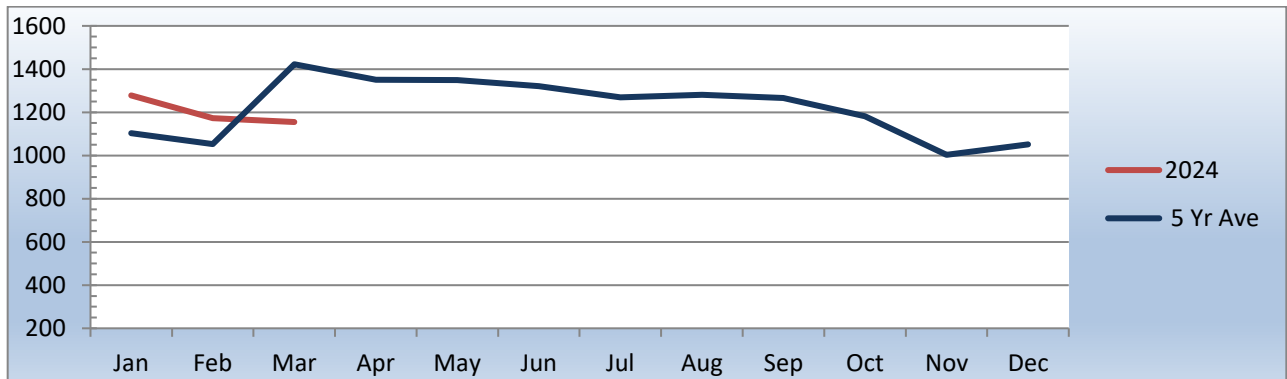
Staff: VACANT, Operations Manager

**Subject:** Operations and Water Quality Report

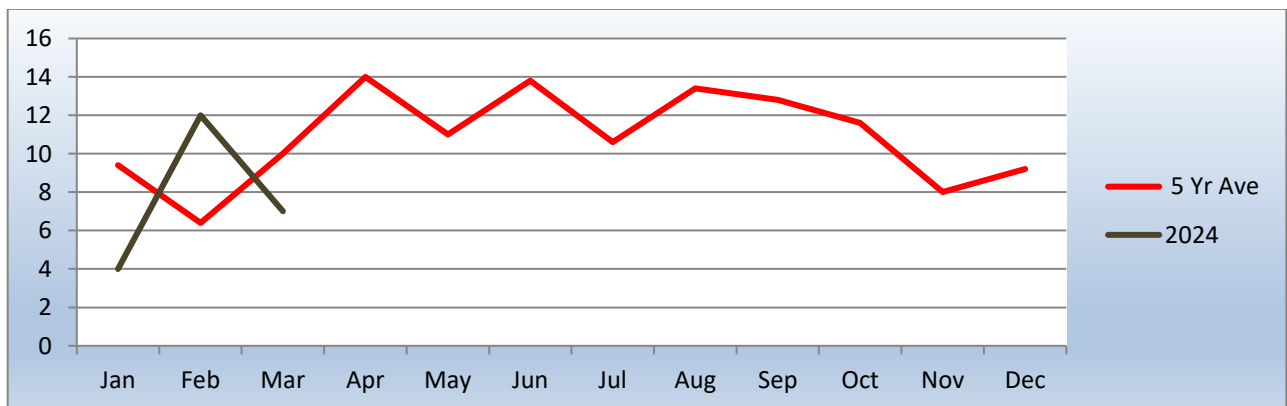
**Staff Recommendation:** For Informational Purposes

**Discussion:** Information for the Board of Directors

## Locate Requests:



## Leak Repairs:



## Monthly Water Quality Report

### Monthly Water Quality Samples:

Monthly Total Coliform samples were within acceptable parameters.

### Disinfection By Products Sampling:

Samples will be taken in May.

### Lead and Copper Sampling:

Samples will be taken later this year.

### Customer Water Quality Work Orders:

No customer water quality concerns were reported in the month of March.

### Project Updates and Notes:

#### Valve Exercising:

6,370 valves have been exercised out of a total of 6,564.

