

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



**District Manager:**  
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## Regular Board Meeting Agenda January 19, 2023 - 4:00 P.M.

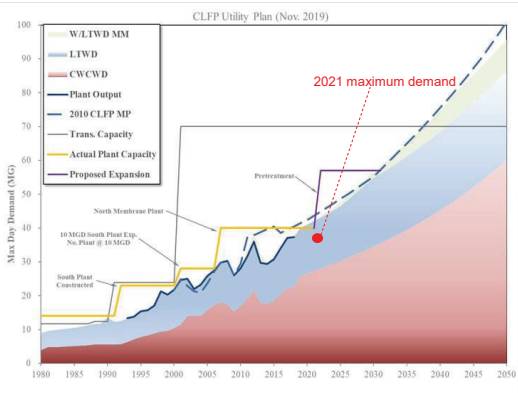
1. Call to Order - *Pledge of Allegiance*
2. Roll Call:
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8. Director Reports:
9. Adjournment.

# "Serving our customers with safe, reliable and good tasting water at a fair price"



## 2018 Strategic Plan Priority Summary:

1. Second use water
2. Dry Creek expand / treatment / hydro / recreation
3. Mead / Longs Peak service area
4. Limited water resources
5. Technology – Beacon meters
6. Age / type of infrastructure
7. Heavy competition for water
8. Windy Gap water opportunities
9. Good financial condition
10. Reliability of system
11. Boom and bust planning
12. More storage
13. Longer term financial planning
14. Dependence on C-BT (Colorado River)
15. Appropriate staffing levels

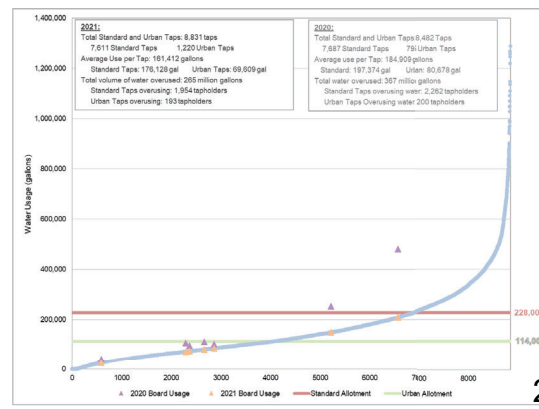
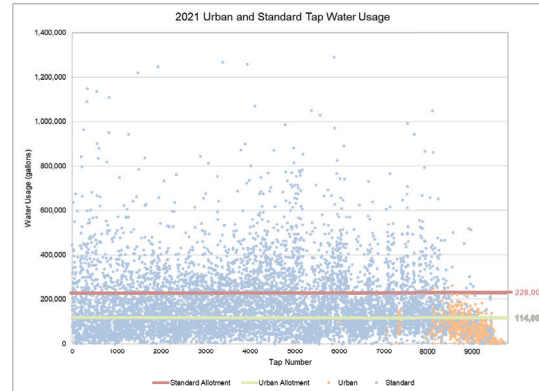
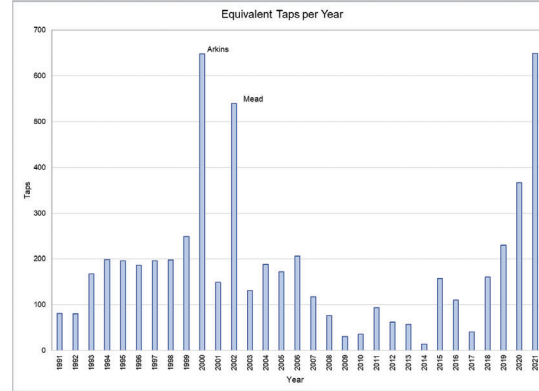
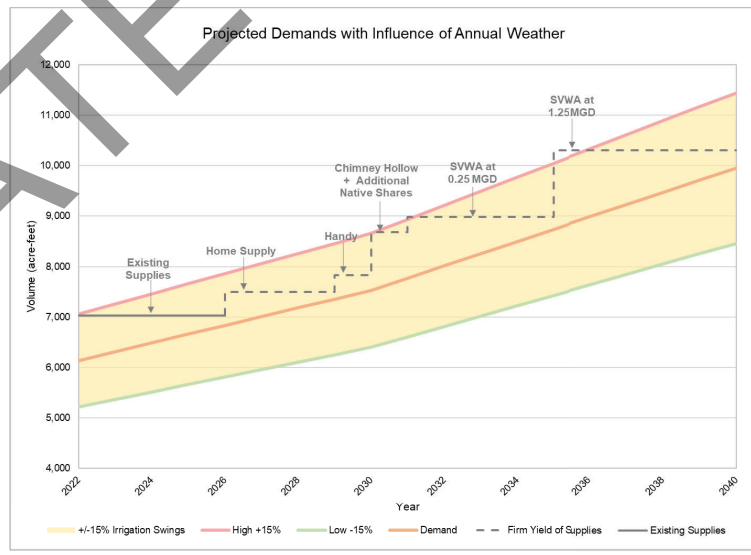
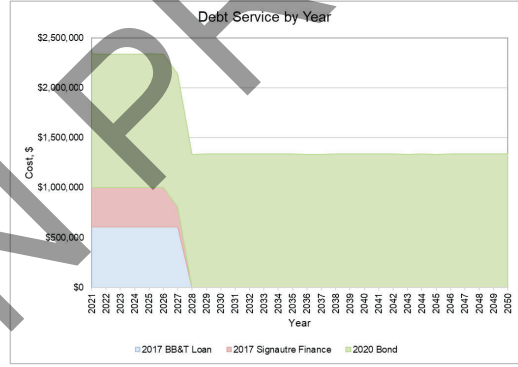
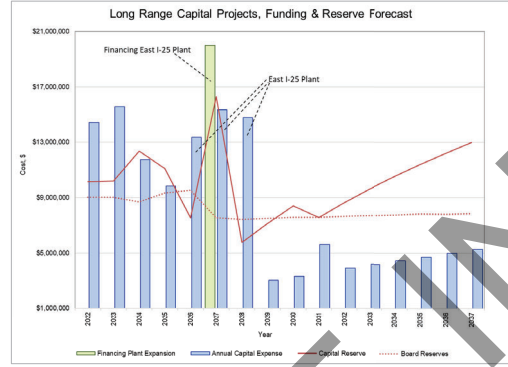


Capital Projects & Equipment - District	2022 Budget
County Rd Improvements	\$ 200,000
Service Connection Expense	\$ 201,600
Telemetry Improvements	\$ 200,000
Small Line Improvements	\$ 75,000
West 1st Street-Bond	\$ 400,000
Non-Potable System Study	\$ 45,000
Northeast Transmission Line-Bond	\$ 3,000,000
SMG Twin Mounds Tank Coating-Bond	\$ 825,000
Loveland/Campion Conversion Project 1-Bond	\$ 1,520,000
54 Bridge-Waterline Relocation	\$ 732,600
Dry Creek Feasibility for Floating Photovoltaic	\$ 35,000
Buckhorn Pump Station VFD's & Pumps	\$ 42,000
Vehicle Replacement Program	\$ 90,000
Office Furniture & Equip (includes software)	\$ 10,000
Misc Equipment	\$ 39,000
Operations Expense	\$ 55,000
Water Rights CBT	\$ 700,000
Water Rights Other	\$ 1,050,000
Water Rights Adjudication-Engineering	\$ 300,000
Water Rights Adjudication-Legal	\$ 200,000
Raw Water Infrastructure	\$ 950,000

Capital Projects & Equipment - Joint	2022 Budget
Pretreatment Design-Bond	\$ 1,100,000
Pretreatment Construction-Bond	\$ 2,000,000

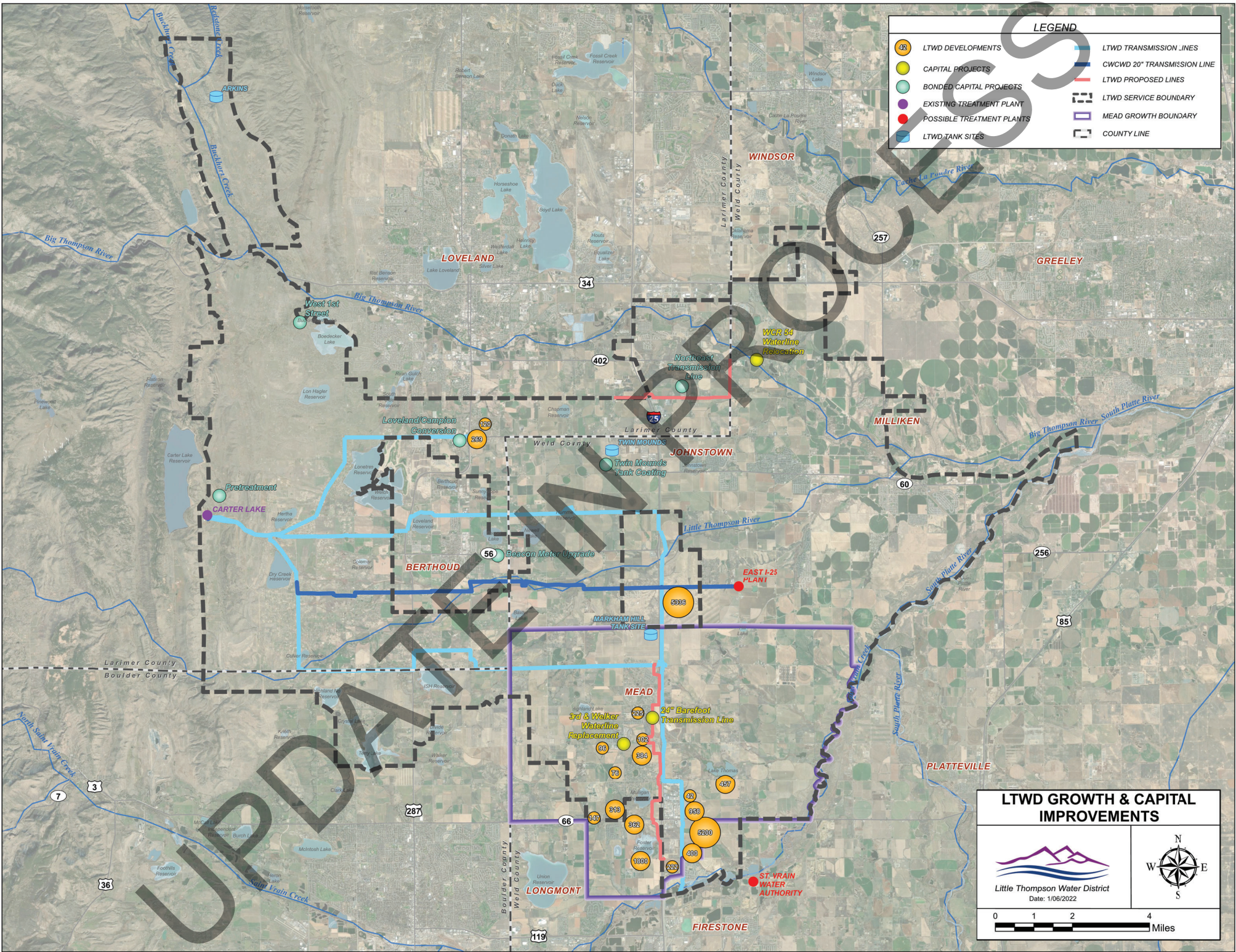
Long Term Future Capital Projects
West I-25 Transmission Line
Raw Water Infrastructure Needs
Campion Line Project 2
Markham Hill Storage Tank
Alps Waterline Replacement
Lebsack Lane Waterline Replacement
Additional Treatment Capacity

Little Thompson Water District 2021 Water Rights Inventory			
CBT/Windy Gap			
Source	Quantity	Firm Yield Per Unit (AF)	Total Firm Yield (AF)
C-BT Class C Fixed Quota Units	5274	0.5	2,637.0
C-BT Class C Variable Quota Units	5504	0.7	3,852.8
C-BT Class D Griep Farm Units	100	0.5	50.0
Windy Gap Units Firmed by 3K AF Dry Creek Reservoir storage	19	40.0	760.0
Windy Gap Units Firmed Assuming Chimney Hollow Reservoir is Online	12	0.0	0.0
Windy Gap Units Firmed Assuming Chimney Hollow Reservoir is Online and 3K AF Firmed storage in Dry Creek Reservoir	7	0.0	0.0
<b>Total</b>			<b>7,299.8</b>
Native Water Rights			
Source	Quantity	Firm Yield Per Share (AF)	Total Firm Yield (AF)
Big Thompson Ditch and Mfg	0.33	70.6	23.3
Consolidated Home Supply Ditch Company	79/75	3.5	279.1
Handy Ditch Company	54.7	2.5	136.8
<b>Total</b>			<b>415.9</b>



UPDATED 1/6/2022





LEGEND	
	LTWD DEVELOPMENTS
	CAPITAL PROJECTS
	BONDED CAPITAL PROJECTS
	EXISTING TREATMENT PLANT
	POSSIBLE TREATMENT PLANTS
	LTWD TANK SITES
	LTWD TRANSMISSION LINES
	CWCWD 20\"/>

**LTWD GROWTH & CAPITAL IMPROVEMENTS**

Little Thompson Water District  
Date: 1/06/2022



# Agenda Item Summary

Little Thompson Water District

Date: January 19, 2023

Item: 5.1

Staff: Amber Kauffman, District Manager

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**Subject:** Minutes of the December 15, 2022, Regular Board Meeting.

**Staff Recommendation:** Staff recommends approval.

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**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, December 15, 2022. Attendance was as follows:

Board of Directors:

Emily McMurtrey, President, Present  
Steven Brandenburg, Present –  
*Attended Via Conference Call*  
Larry Brandt, Present  
Ryan Heiland, Present  
Ed Martens, Present  
Bill Szmyd, Present  
James J. Walker, Present

Staff in Attendance:

Amber Kauffman, District Manager  
Angela Diekhoff, Business Manager  
Brad E. Eaton, District Engineer  
Nancy Koch, Water Resources Manager  
Ken Lambrecht, Operations Manager  
Amanda Hoff, Water Resources  
Administrator  
Judy O'Malley, Recording Secretary

Other Attendees:

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

**CALL TO ORDER**

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

**ROLL CALL**

Roll call was taken. All Directors were present.

**AGENDA REVIEW**

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

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

There were no other changes to the agenda.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

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

## CONSENT AGENDA

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

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

Motion carried unanimously.

## DISCUSSION ITEMS

### Carter Lake Filter Plant (CLFP):

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

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

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

- Dry Creek Reservoir:
  - ❖ CLFP started pumping Dry Creek Reservoir water on November 7, 2022.
    - Due to the number of taste and odor complaints received at the District office and the Longs Peak Water District (LPWD) office (a District wholesale customer) pumping was ended on November 17, 2022.
    - LPWD District Manager Gary Allan attended the CLFP meeting due to the taste and odor complaints.
    - The District received complaints from other wholesale customers as well.



- ❖ Ms. Kauffman requested the pumping not resume until after the holidays.
  - District staff go on service calls if customers are not satisfied with the reason for the change in their water taste and odor, and Ms. Kauffman did not want on-call personnel having to take calls over the holidays.
- ❖ Director Ryan Heiland questioned if the organics that cause the taste and odor issues can be removed through treatment.
  - Ms. Kauffman advised that water filters with activated charcoal can help with the issue.
- ❖ CLFP Staff were trying to find a good ratio to be able to blend the water but lessen the effects of the difference in taste and odor.
- ❖ Ms. Kauffman noted that a contract had been signed with Stantec Engineering to assist with the management of Dry Creek Reservoir.

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

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

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

District Manager Kauffman presented the following information to the Board:

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

## Windy Gap Firing Project (WGFP):

District Manager Kauffman presented the following information to the Board:

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



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

District Manager Kauffman presented the following information to the Board:

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

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

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

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

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

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

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

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

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

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

**Review of 2022 District Accomplishments:**

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

**2022 Goals Update:**

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

- Raw Water Supply Planning:
  - ❖ Conservation – Increased focus during a transition year.

- Goal met.
- ❖ Consolidated Home Supply Change Case – Continue on change case, make significant progress easement acquisition for raw water infrastructure.
  - In progress. Home Supply approved the concept for a pump station at Lone Tree Reservoir.
- ❖ Handy Ditch Company Change Case – Submit change case.
  - Very close.
- ❖ Second Use – Opportunities with Firestone for implementation at SVWA. Proposal for Firestone – met with them Monday 12/5 to restart the conversation on their use of our second use water.
- ❖ Dry Creek Photovoltaic – Green hydrogen feasibility study.
  - No substantial progress aside from research on green hydrogen and recent technological improvements.
- Treatment and Transmission:
  - ❖ Complete District Distribution Master Plan Update.
    - In process, but behind schedule.
  - ❖ Identify and Secure future East I-25 Treatment Plant property.
    - Goal changed and will come into focus after the master plan is complete.
  - ❖ Capital Projects/Bonding Projects.
    - Progress ongoing. Lots of activity on the Twin Mounds Tank, much of it unanticipated. Completion of West 1st Street project.
- Relationships with Other Entities:
  - ❖ Town of Johnstown (Johnstown) – Complete an updated Intergovernmental Agreement (IGA).
    - Renewed existing IGA until March 2023 due to staffing issues at Johnstown.
  - ❖ Town of Berthoud (Berthoud) – Update IGA and solidify opportunities for Request for Offers (RFO) agreements.
    - Meeting monthly with Berthoud for more coordination/communication.
  - ❖ Obtain an agreement with Aurora Organic Dairy (AOD) for Water Dedication.
    - In progress with final draft versions to be issued to AOD the week of December 12.
  - ❖ Renew/Redo current agreement with Brookfield.
    - In progress. Substantial progress with majority of agreements. Additional work required, especially for the Lakes Management Agreement.
- Rules and Regulations Updates:
  - ❖ Section 8: Main Line Extension Policies and/or Developer Agreement.
    - No Progress.
  - ❖ General Overview and Board Engagement for broad changes.
    - On-going.
- Operations and Technology:
  - ❖ Getting 50% increase in Eye On Water users.
    - Goal met.



- ❖ Reverse 911 system in place.
  - Evaluating options – planning implementation next year.
- ❖ Telemetry Upgrades.
  - Level and water quality monitor installed at Dry Creek. Herbert Instrumentation completed an asset inventory and will provide recommendations.
- ❖ Increase average operator level of distribution staff.
  - One staff member increased their level twice.
- ❖ Complete a rate study.
  - In progress. Expecting completion in January 2023.
- ❖ Update the 2019 salary study.
  - Goal met.
- ❖ Successful elections.
  - Goal met.
- ❖ Making website Americans with Disabilities Act (ADA) compliant.
  - Goal met.
- OTHER NOTABLE DISTRICT ACHEIVEMENTS/ACTIVITIES:
  - ❖ Updated Strategic Planning Priorities.
  - ❖ Significant progress on easement acquisition for the West I-25 Transmission Line Project.
  - ❖ Amendments/Updates to IGA's with LPWD, City of Loveland (Loveland) and Johnstown.
  - ❖ Many inclusions and exclusions were processed.
  - ❖ Absolute decree obtained for Barefoot Lakes.
  - ❖ Went through our first year of water restrictions with the current water shortage contingency plan.
  - ❖ Successfully engaging other entities in return flow coordination.
  - ❖ First delivery of Windy Gap water to customers.
  - ❖ Engaged in the Regional Leaders Water Strat-Op Committee.
  - ❖ Evaluated bonding capacity of the District for further expansion/cost escalation at CLFP.
  - ❖ Keeping up with significant development review and construction.
  - ❖ Geographic Information System (GIS) Presentation at Special District Association (SDA) Annual Meeting.
  - ❖ Successful Audit.
  - ❖ Compensation and Benefits survey completed.
  - ❖ Put a new roof on the new building.
  - ❖ Opted out of the Family Medical Leave Insurance (FAMLI) act.
  - ❖ Greip Farm leased.
  - ❖ Request for Proposal (RFP) advertised for an auditor – Proposals due January 2023 before board meeting.
  - ❖ Section 6 (Specifications) are updated and going through final review by operations prior to publication.
- ADDITIONAL ACCOMPLISHMENTS NOTED BY BOARD MEMBERS:
  - ❖ Director Szmyd:
    - Operations Manager Ken Lambrecht spent a lot of time addressing issues with the Beacon Meters.

- ◊ Ms. Kauffman noted that a lot of the “No Read” issues had been fixed.
- ❖ President McMurtrey:
  - Ms. Kauffman arranged a special tour of the Windy Gap Project for the Board.
  - The Portable Document Format (PDF) version of the newsletters were being received via email.
  - Closed the loop in the system
  - Ms. Kauffman hosted a class on Water Law, Policies, and Institutions at the request of a Colorado State University (CSU) instructor and attorney.
- ❖ Director Steve Brandenburg congratulated Staff on their work with AOD.

### District Goals and Objectives:

District Manager Kauffman presented the following information to the Board:

In early 2022 the Board and staff reviewed relevant planning documents for amending the 2018 Strategic Plan priorities and came up with the following goals for the District in the 3- to 5-year horizon:

1. In three years have a plan for growth of staff and the necessary office space for those staff. Also consider whether the District will have its own water treatment plant at the same location and determine what that location will be.
2. Have native waters used in the system. This includes the easement acquisition, infrastructure construction, and substitute water supply plan approved for Consolidated Home Supply shares.
3. Plan, document, and begin implementation for use of our wholly consumable waters at SVWA.
4. Evaluate, discuss, and recommend other waters suitable for dedication or purchase, treatment, and delivery. (Other waters do not include ones currently accepted such as Consolidated Home Supply, Handy Ditch, or C-BT.)

The 2022 Strategic Plan update defined a vision to ensure the resiliency of the District by prioritizing initiatives and therefore allocating resources, both personnel and budget, to achieve short- and long-term goals that promote these initiatives. The Board also identified the following priorities when making decisions, some are reflected in the goals above.

- Raw Water Supply Planning:
  - ❖ Handy Ditch shares into water court.
  - ❖ Easement acquisition for delivery of native water to Dry Creek.
  - ❖ Either a trade agreement or lease of second use water in the St. Vrain River.
  - ❖ Dry Creek Reservoir Management Plan and feasibility for floating solar.
  - ❖ Non-residential tap research for water allotment assignment.
- Treatment and Transmission:
  - ❖ Master Plan progress with accurate calibration using updated fire hydrant data.
  - ❖ Determination of necessary long term treatment capacity and priority locations.

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

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

#### Handy Ditch Company Update:

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

- The District has been working with the Handy Ditch Company ("Handy") since 2017 to change the use of the District's Handy shares to be used as a potable water supply.
- Unlike the Consolidated Home Supply Company, there has not been a significant change of use of Handy shares and there is no precedence for a ditchwide change of use case.
  - ❖ This makes a proposed water court application time-consuming and complicated.
- Precedent in Water Law (Catlin Provision) prevents an entity (such as the District) from filing an application with the Water Court to change the use of ditch shares before a ditch company reviews and approves such an application.

- ❖ Under the Catlin Provision, the ditch company can also require the entity to reimburse all legal and engineering fees it incurs reviewing the application and participating in the water court proceedings.
- One of Handy's concerns was that the methodology and conclusions of the engineering report and language in the proposed decree for the application to Water Court could result in a lower yield of the changed shares than they had anticipated.
  - ❖ Working with Handy, the District has developed an engineering approach that maximizes the yield of the changed shares using data and analyses that will hold up in Water Court.
- Handy passed a policy in 2021 that requires application fees be fully paid before the Catlin Review.
  - ❖ Although an application fee for changing water rights is not unheard of, the Handy's application fee would require the District to pay over \$400,000 before it could file a Water Court Application.
  - ❖ The District has been working with Handy on a milestone type of agreement to reduce the application fee and spread the fee over the course of the Water Court process.
- Director Szmyd questioned the number of shares the District owns, what the yield of those shares are, and how many total shares Handy has.
  - ❖ Further discussion on the agreement with Handy was to be discussed in Executive Session.

## STAFF REPORTS

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

- Fall Symposium:
  - ❖ Northern's Fall Symposium was held on November 15, 2022.
  - ❖ Ms. Kauffman was unable to attend, but there was great attendance, including several District Board Members.
    - President McMurtrey noted the symposium was packed, very long, but good information was presented.
- Regional Water Strat-Op Update:
  - ❖ Ms. Kauffman met with regional leaders (mayors, mayor pro-tems, and city managers) to discuss keeping Northern Colorado native waters in Northern Colorado.
    - The goal was to start an organization that might work on that process.
    - Some leaders fought against the idea, but others would like to see an organization with the power to generate revenue.
    - The Water Strat-Op group would come back to this topic in a few months to determine if it is viable.
  - ❖ Ms. Kauffman attended an all-day Regional Water Preservation retreat in Windsor on Friday, December 2, 2022, as part of the next phase of the Regional Water Strat-Op project.
    - The group talked about the needs and the potential solutions for trying to keep the native waters of Northern Colorado in Northern Colorado.



- Many ideas were discussed and then attendees had to vote on their top three ideas.
      - ◊ One was creating a regional water entity and another was political pressure.
      - ◊ Political pressure is of concern because cities like Aurora buy northern waters and those entities have more funding due to their greater populations.
    - The facilitator will send attendees a summary of the meeting.
    - Meetings will continue in order to further define those ideas discussed at the meeting and identify the opportunities and challenges with each option.
- Marketing Support:
  - ❖ Staff began to engage Wildrock, a marketing and public relations firm, to move ahead with our marketing strategy.
  - ❖ One of the first steps Wildrock will take is to set up appointments with each of the Board Members to talk about each person's perspective on priorities.
    - Staff will be sending out emails to introduce the members of Wildrock and give contact information for them to reach Directors.
    - Directors were asked to let Staff know if there was specific contact information they preferred Staff to provide.
  - ❖ Ms. Kauffman and Business Manager Diekhoff will have a meeting with Wildrock before the January 19, 2023, Board Meeting, to discuss the strategic plan for marketing.
- Staffing:
  - ❖ Managers are beginning the annual reviews of Staff after the 2023 goals are set.
    - Managers work to complete all Staff reviews before the first paycheck for time worked in the new year.
  - ❖ The District Sr. GIS Specialist, Joe Robinson, resigned.
    - A company called IMEG was engaged to assist with all levels of GIS needs.
    - IMEG has been doing business with the District for years helping with issues where Mr. Robinson did not have the technical knowledge.
    - IMEG is a full-service company that does business with many other providers.
    - Staff are evaluating their capabilities and effectiveness with the District before deciding on replacing the position.
- ❖ Holiday Giving:
  - ❖ Annually the District collects donations from Staff to sponsor a local organization or family for the holidays.
    - This year a chili cook-off was held to wrap up the collection period.
    - Customer Service Supervisor/Conservation Specialist Holly Suess won the chili cook-off.
  - ❖ The District also held a lunch on November 16, 2022, at Nordy's to distribute holiday bonus checks to Staff.
    - The employees were very grateful for the generosity of the Board.

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

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

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

- There were two Tap Commitment Requests and three revisions to previous requests for November. The year-to-date total was 5,011.
- Capital Projects:
  - ❖ The entire West 1<sup>st</sup> Street project was almost complete, except for a small area of sod replacement that will occur in the spring of 2023.
  - ❖ CR Land Services had received favorable responses from property owners regarding initial easement discussions for the Northeast Transmission Line.
    - Actual offers were expected to begin in the next several weeks.
  - ❖ The Twin Mounds project continued to progress.
    - The blasting and priming of the interior wall section was completed.
    - The epoxy stripe coating of the wall welded seams was beginning.
      - ◊ Cold temperatures are a factor with epoxy and may slow the progress being made.
  - ❖ Supervisory Control and Data Acquisition (SCADA):
    - A second-use flow monitoring system at Lakeside Canyon in Mead had been installed.
      - ◊ The system was expected to be commissioned in the next few weeks.

- Staff were expecting recommendations on inventory.
- Development Projects:
  - ❖ There were no new development projects.
  - ❖ Staff were working on development reviews, but activity had slowed down.
    - Most of the activity was coming from the Mead area.
- Other Engineering & GIS Activities:
  - ❖ A Construction Manager at Risk (CMaR) RFP was developed for the West I-25 Transmission Line and was put out to contractors via BidNet.
    - A pre-proposal meeting was held on December 6, 2022, with eight contractors in attendance.
    - Final easement negotiations continue which is approximately 80% complete.
    - It will likely be necessary to exercise the District's right of eminent domain on at least one property.
  - ❖ The Larimer County Road (LCR) 8 and LCR 21 roundabout infrastructure modification design was in progress.
    - The project was delayed as Larimer County was having difficulty obtaining easements.
  - ❖ The 3<sup>rd</sup> and Welker Waterline Replacement design was in progress.
  - ❖ Staff continued to be engaged in various Colorado Department of Transportation (CDOT) activities near District infrastructure along I-25.

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

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

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

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

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

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

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

## DIRECTOR REPORTS

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

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

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

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

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



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

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

Respectfully submitted,

*Amber Kauffman*

# Agenda Item Summary

Little Thompson Water District

Date: January 19, 2023

Item: 5.2

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

**Subject: Tap List 684**

**Staff Recommendation: Staff recommends approval.**

**Discussion:**

### TAP LIST 684 ~ NEW AND AMENDED CONTRACTS

TAP #	NAME	5/8 INCH MINI	5/8 INCH URBAN	5/8 INCH STANDARD	OTHER	WATER RIGHTS	CIL
10085	Warberg Farms HOA (Lance Nelsen)	X					.18 AF
10086	Barfoot Residential		X			.35 AF	
10087	Barefoot LLC		X			.35 AF	
10088	Taliesen			X		.	.70 AF
10089	Barfoot Residential		X			.35 AF	
10090	Barefoot LLC		X			.35 AF	

	5/8 INCH MINI	5/8 INCH URBAN	5/8 INCH STANDARD	OTHER	WATER RIGHTS	CIL
<b>DECEMBER 2022 TOTALS</b>	1	3	1	0	1.40 AF	.88 AF
<b>YEAR-TO-DATE 2022 TOTALS</b>	1	232	23	7	121.24 AF	14.18 AF
<b>TAPS BUDGETED 2022</b>	0	280	8			

Tap Commitments	Balance
<b>Taps with Water Rights Satisfied/Water Dedications</b>	<b>53</b>
<b>Dormant Taps</b>	<b>5</b>
<b>Total Other Tap Commitments</b>	<b>58</b>

### MISC. TAP RECEIVABLES

TAP #	NOTES	5/8 INCH URBAN	5/8 INCH STANDARD	OTHER	WATER RIGHTS	CIL
2546	Accessory Dwelling – Add'l Allotment		X			.10 AF
		5/8 INCH URBAN	5/8 INCH STANDARD	OTHER	WATER RIGHTS	CIL
<b>DECEMBER 2022 TOTALS</b>					<b>0 AF</b>	<b>.10 AF</b>
<b>YEAR-TO-DATE 2022 TOTALS</b>		<b>0</b>	<b>3</b>	<b>2</b>	<b>0 AF</b>	<b>2.13 AF</b>

# Agenda Item Summary

Little Thompson Water District

Date: January 19, 2023

Item: 5.3 Disbursements

Staff: Angela Diekhoff, Business Manager

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**Subject:** December 2022 Disbursements.

**Staff Recommendation:** Approval.

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December 2022 Disbursements

Request approval of the December 2022 Cash Disbursements in the amount of \$1,057,510.05

Operating Account: \$767,899.06

ACH Manual Check Numbers 4213-4294 – \$486,019.52

Check Numbers 11041 to 11113– \$281,879.54

Payroll Account: \$289,610.99 (Two bi-weekly payroll periods paid in December)

ACH Transmittal Vouchers 2259 to 2270 – \$148,399.34

ACH Direct Deposit Numbers 12207 to 12286– \$141,211.65

**Discussion:**

All expenses are for normal operating costs, except for \$15,488.75 for Capital Cost – District and Loan and Bond Payments \$197,838.61. There is a pass through cost from Forestar Group for \$133,205 for for a Main Line Extension on WCR 28 this cost is reimbursed by Brookfield.

**Little Thompson Water District  
Cash Disbursements Summary  
Check Issue Dates: 12/01/2022 to 12/31/2022**

Employee Related Expenses	\$	289,610.99
2017 Signature Loan Interest	\$	197,838.61
A/R - Reimbursable Costs-Main Line Ext WCR 28	\$	133,205.00
Dry Creek Reservoir Expenses	\$	89,201.36
Water Resources General Legal	\$	68,382.06
O & M Expenses	\$	33,794.01
Cty Rd Improvements	\$	30,390.00
Sys Repair Expenses	\$	27,893.30
Vehicle Expenses	\$	24,247.18
Fire Hyd Meter Deposit Refund	\$	23,693.24
Small Line Abandonment	\$	17,552.50
Capital Cost-District	\$	15,488.75
Subscriptions and Dues	\$	15,037.00
GIS	\$	14,280.00
Computer Expenses	\$	13,989.57
Adams Credit Card- Conf/Sem-\$1323; Memberships-\$3460; Office Sup-\$325; Bld/Grnds-\$167; Office Exp-\$1976; Communication-\$64;Vehicle-\$1390; Misc- \$1540; Uniforms-\$57	\$	6,502.48
Bldg/Grnd Expenses	\$	6,494.00
Operations - Utilities	\$	5,540.78
Uniform Expenses	\$	5,221.48
Office Expenses	\$	4,938.18
Insurance-Worker Compensation	\$	3,961.00
24 Brookfield WL Passthrough	\$	3,502.10
Office Expenses	\$	3,431.00
A/R - Reimbursable Costs-Relocate line on 54 & 13A	\$	3,388.90
Firestone Surcharge Fee	\$	2,771.11
Engr/CAD/Prof Expenses	\$	1,937.00
Inventory	\$	1,772.80
Locate Expenses	\$	1,723.94
WQ - Lead & Copper	\$	1,522.50
Legal - Special Counsel	\$	1,367.35
WQ - Monthly Sampling	\$	1,283.50
Service Contract	\$	1,162.78
Telemetry Expenses	\$	1,075.00
Insurance-Property & Casualty	\$	1,027.48
Soil Amendment Rebates	\$	1,000.00
Safety Expenses	\$	937.95
Customer Refund Overpayments	\$	764.60
Landscaping Incentives	\$	473.04
Permit Expenses	\$	443.00
Service Connection	\$	269.10
Purchased Water Expenses	\$	195.27
Fire Systems(Hydrants)Exp	\$	123.00
Office Expenses	\$	77.14
<b>Total</b>	<b>\$</b>	<b>1,057,510.05</b>



**Little Thompson Water District**  
**Cash Disbursements Detail**  
**Check Issue Dates: 12/01/2022 to 12/31/2022**

**Operations**

Check Number	Check Issue Date	Payee	Description	Amount
4228	44896	Signature Public Funding	2017 Signature Loan Interest	\$ 197,838.61
11059	44909	FORESTAR GROUP INC	A/R - Reimbursable Costs-Main Line Ext WCR 28	\$ 133,205.00
4218	44896	Carter Lake Filter Plant	Dry Creek Reservoir Expenses	\$ 89,201.36
11103	44923	Handy Ditch Company	Water Resources General Legal	\$ 56,849.49
11100	44923	Ditesco	Cty Rd Improvements	\$ 17,815.00
4252	44910	Instrument & Supply West Inc	O & M Expenses	\$ 17,776.68
11071	44909	Orback Construction	Small Line Abandonment	\$ 17,552.50
4246	44910	Employers Council	Subscriptions and Dues	\$ 14,490.00
4255	44910	CR LAND SERVICES, LLC	Capital Cost-Disntrict-Northeast Transmission Line	\$ 13,800.00
4220	44896	Environmental Systems Research Inst.	GIS	\$ 13,500.00
4263	44910	Ferguson Waterworks	O & M Expenses	\$ 12,813.44
4250	44910	KIMLEY-HORN ASSOCIATES, INC.	Cty Rd Improvements	\$ 12,575.00
4226	44896	WEX Bank	Vehicle Expenses	\$ 11,074.48
4225	44896	Core & Main LP	Sys Repair Expenses	\$ 10,309.88
4258	44911	Snowmelt Water Engineering, LLC	Water Resources General Eng	\$ 9,080.00
4262	44911	Stratus Information Systems (ITX)	Computer Expenses	\$ 8,818.25
4292	44924	WEX Bank	Vehicle Expenses	\$ 8,003.20
11051	44909	CLAYSTONE CONSTRUCTION	Fire Hyd Meter Deposit Refund	\$ 6,890.00
4235	44900	Adams Bank MasterCard	Adams Credit Card- Conf/Sem-\$1323; Memberships-\$3460; Office Sup-\$325; Bld/Grnds-\$167; Office Exp-\$1976; Communication-\$64;Vehicle-\$1390; Misc-\$1540; Uniforms-\$57	\$ 6,502.48
11060	44909	Gopher Excavation Inc	Sys Repair Expenses	\$ 6,103.25
4254	44911	Loveland Barricade	Sys Repair Expenses	\$ 5,716.50
4249	44910	INFOSEND INC	Office Expenses	\$ 4,359.05
4266	44915	PINNACOL	Insurance-Worker Compensation	\$ 3,961.00
4245	44910	J-U-B Engineers Inc	A/R - Reimbursable Costs-Relocate line on 54 & 13A	\$ 3,388.90
11079	44909	Starr & Westbrook PC	Office Expenses	\$ 3,065.00

11086	44909 Waas Campbell Rivera Johnson & Velasquez	24 Brookfield WL Passthrough	\$	2,773.60
11084	44909 Town of Firestone	Firestone Surcharge Fee	\$	2,771.11
4216	44896 On-Demand Concrete	Sys Repair Expenses	\$	2,609.97
4253	44910 Consolidated Home Supply Ditch	Water Resources General Legal	\$	2,274.07
4231	44897 John Deere Financial	Uniform Expenses	\$	2,079.06
11043	44909 BEMAS CONSTRUCTION	Fire Hyd Meter Deposit Refund	\$	2,000.00
11052	44909 Connell Resources	Fire Hyd Meter Deposit Refund	\$	2,000.00
11053	44909 COPPER HOMES	Fire Hyd Meter Deposit Refund	\$	2,000.00
4261	44914 WILLDAN FINANCIAL SERVICES	Engr/CAD/Prof Expenses	\$	1,937.00
4268	44916 XCEL Energy	Bldg/Grnd Expenses	\$	1,886.97
4280	44924 Dana Kepner Company Inc	Inventory	\$	1,772.80
11109	44923 T & T OK Tire	Vehicle Expenses	\$	1,742.55
4264	44910 Poudre Valley REA	Operations - Utilities	\$	1,711.46
11093	44923 APEX Inspection & Consulting LLC	Capital Cost-Distinct-5MG Twin Mounds Tank Coating	\$	1,688.75
4242	44907 Cintas Corporation #737	Bldg/Grnd Expenses	\$	1,559.53
11113	44923 Weld Cty Public Health & Env	WQ - Lead & Copper	\$	1,522.50
11063	44909 Kirby's Hitch & Wiring	Vehicle Expenses	\$	1,520.00
4213	44896 Poudre Valley REA	Operations - Utilities	\$	1,500.32
4294	44924 Poudre Valley REA	Operations - Utilities	\$	1,435.01
11077	44909 SEEWALD CONSTRUCTION	Fire Hyd Meter Deposit Refund	\$	1,408.80
4277	44924 Carlson Hammond & Paddock	Legal - Special Counsel	\$	1,367.35
4260	44911 UNCC	Locate Expenses	\$	1,363.70
4232	44900 Verizon Wireless	Communication Expenses	\$	1,185.06
11105	44923 LIBERTY INFRASTRUCTURE	Bldg/Grnd Expenses	\$	1,169.00
4284	44924 John Deere Financial	Uniform Expenses	\$	1,168.96
4270	44917 COMCAST	Communication Expenses	\$	1,165.05
11069	44909 OAKES CONSTRUCTION	Fire Hyd Meter Deposit Refund	\$	1,157.00
4271	44918 AT&T Mobility	Communication Expenses	\$	1,106.35
11046	44909 BRADLEY BROWN	Fire Hyd Meter Deposit Refund	\$	1,000.00
11047	44909 Brand X Hydrovac Services	Fire Hyd Meter Deposit Refund	\$	1,000.00
11056	44909 DOMINANT DIRT WRKS	Fire Hyd Meter Deposit Refund	\$	1,000.00

11061	44909 JOHNSONS CORNER PETRO	Fire Hyd Meter Deposit Refund	\$	1,000.00
11074	44909 RALPH L WADSWORTH CONSTRUCTION	Fire Hyd Meter Deposit Refund	\$	1,000.00
11078	44909 SEMA CONSTRUCTION	Fire Hyd Meter Deposit Refund	\$	1,000.00
4251	44910 Frontier Business Products	Service Contract	\$	916.78
11048	44909 BRIAN BROOKS	Sys Repair Expenses	\$	907.87
4236	44900 PIONEER	O & M Expenses	\$	881.30
11099	44923 Construction Supply House	Sys Repair Expenses	\$	828.00
11070	44909 OMNI HOMES LLC	Fire Hyd Meter Deposit Refund	\$	810.20
4230	44897 First Insurance Funding	Insurance-Property & Casualty	\$	809.98
4259	44910 IMEG	GIS	\$	780.00
11055	44909 CRISTEL GREEN	Customer Refund Overpayments	\$	764.60
4221	44896 Western States Land Services LLC	24 Brookfield WL Passthrough	\$	728.50
11111	44923 USA Blue Book	O & M Expenses	\$	712.93
4247	44911 Rocky Mtn Quick Lube	Vehicle Expenses	\$	702.54
4244	44904 City of Longmont	WQ - Monthly Sampling	\$	698.50
4227	44896 B-Town Automotive	Vehicle Expenses	\$	682.30
4276	44924 Bomgaars Supply	Uniform Expenses	\$	675.91
4256	44910 Jax Outdoor Gear	Uniform Expenses	\$	596.88
4278	44924 Cintas Corporation #737	Bldg/Grnd Expenses	\$	593.48
11042	44909 BACKHOE EXCAVATING	Fire Hyd Meter Deposit Refund	\$	586.00
11097	44923 City of Longmont	WQ - Monthly Sampling	\$	585.00
4285	44924 Loveland Barricade	Sys Repair Expenses	\$	559.50
4290	44924 Timber Line Electric & Control	Telemetry Improvements	\$	550.00
4240	44903 Poudre Valley REA	Operations - Utilities	\$	536.28
4257	44911 Timber Line Electric & Control	Telemetry Expenses	\$	525.00
11050	44909 CALVIN OR GAIL JAMES	Soil Amendment Rebates	\$	500.00
11075	44909 RICHARD OR KAREN SURBRUGG	Soil Amendment Rebates	\$	500.00
4265	44911 Napa Auto Parts	O & M Expenses	\$	484.09
4293	44924 Verizon Wireless	Communication Expenses	\$	475.52
11080	44909 Suc N Up Inc	Bldg/Grnd Expenses	\$	475.00
11073	44909 PREMIER EARTHWORKS & INFRASTRUCTURE	Fire Hyd Meter Deposit Refund	\$	458.00

11085	44909 USA Blue Book	O & M Expenses	\$	409.18
4238	44902 Verizon Wireless	Communication Expenses	\$	367.86
4224	44896 Ferguson Waterworks	Locate Expenses	\$	360.24
4239	44902 COMCAST	Communication Expenses	\$	345.00
11110	44923 Ten Point Sales & Marketing LLC	O & M Expenses	\$	328.00
11057	44909 DROVO SERVICES	Fire Hyd Meter Deposit Refund	\$	315.24
4274	44923 United Power Inc	Operations - Utilities	\$	304.80
11045	44909 Berthoud Area Chamber of Commerce	Subscriptions and Dues	\$	300.00
4291	44924 UMB Bank NA	Office Expenses	\$	300.00
11041	44909 American Leak Detection	Sys Repair Expenses	\$	300.00
4283	44924 Jax Outdoor Gear	Safety Expenses	\$	287.95
4233	44900 Verizon Wireless	Communication Expenses	\$	285.74
4217	44896 Safety Services	Safety Expenses	\$	275.00
4275	44924 Badger Meter	Service Connection	\$	269.10
4281	44924 Home Depot Credit Services	Bldg/Grnd Expenses	\$	267.56
11044	44909 Berthoud Ace Hardware	Sys Repair Expenses	\$	265.15
4287	44924 Napa Auto Parts	Vehicle Expenses	\$	248.29
11098	44923 Colorado Water Congress	Subscriptions and Dues	\$	247.00
11108	44923 Security and Sound Design Inc.	Service Contract	\$	246.00
11112	44923 Weld County Public Works Dept.	Permit Expenses	\$	243.00
4237	44901 CenturyLink	Communication Expenses	\$	240.74
11062	44909 Johnstown Clothing	Uniform Expenses	\$	239.20
11101	44923 Front Range Raynor	Bldg/Grnd Expenses	\$	225.00
4286	44924 Mobile Lab USA LLC	Safety Expenses	\$	225.00
4282	44924 InfoArmor, Inc.	Insurance-Property & Casualty	\$	217.50
4288	44924 PIONEER	Sys Repairs	\$	212.40
11054	44909 CRAIG EARHART	Landscaping Incentives	\$	211.14
11082	44909 Ten Point Sales & Marketing LLC	O & M Expenses	\$	205.76
4269	44917 Sam's Club	Office Expenses	\$	192.66
11107	44923 Pop-A-Lock of N Colorado	Bldg/Grnd Expenses	\$	185.00



4279	44924 Consolidated Home Supply Ditch	Water Resources General Legal	\$	178.50
11081	44909 T & T OK Tire	Vehicle Expenses	\$	173.74
11066	44909 LINDA OR RICHARD GORDON	Landscaping Incentives	\$	150.00
4222	44896 Whiteside's Boots	Safety Expenses	\$	150.00
11094	44923 Batteries Plus	O & M Expenses	\$	145.05
4219	44896 Dana Kepner Company Inc	Fire Systems(Hydrants)Exp	\$	123.00
4214	44896 Jax Outdoor Gear	Uniform Expenses	\$	113.99
11068	44909 MI Sports	Uniform Expenses	\$	112.50
11083	44909 TODD OR JILL POTRYKUS	Landscaping Incentives	\$	111.90
4223	44896 Bomgaars Supply	Uniform Expenses	\$	109.98
11106	44923 MI Sports	Uniform Expenses	\$	105.00
4289	44917 Rocky Mtn Quick Lube	Vehicle Expenses	\$	100.08
11064	44909 Larimer County Engineering Dept.	Permit Expenses	\$	100.00
11104	44923 Larimer County Engineering Dept.	Permit Expenses	\$	100.00
11088	44909 Larimer County Clerk & Recorder	Office Expenses	\$	88.00
11067	44909 LTWD Petty Cash Fund	Office Expenses	\$	86.47
11087	44909 Larimer County Clerk & Recorder	Office Expenses	\$	83.00
11089	44909 Larimer County Clerk & Recorder	Office Expenses	\$	83.00
11095	44923 Berthoud Ace Hardware	Sys Repair Expenses	\$	80.78
11072	44909 Prairie Mountain Media	Office Expenses	\$	77.14
4272	44923 Town of Berthoud	Bldg/Grnd Expenses	\$	67.90
11076	44909 S & S Sanitation	Bldg/Grnd Expenses	\$	64.56
11058	44909 EARL WESTHOFF	Fire Hyd Meter Deposit Refund	\$	50.00
11092	44909 Weld County Clerk & Recorder	Office Expenses	\$	48.00
4273	44923 City of Loveland Water & Power	Purchased Water Expenses	\$	40.83
11091	44909 Weld County Clerk & Recorder	Office Expenses	\$	38.00
4248	44910 Central Weld County Water District	Purchased Water Expenses	\$	37.59
11102	44923 HACH Company	O & M Expenses	\$	37.58
4243	44907 XCEL Energy	Operations - Utilities	\$	37.44
4229	44897 City of Loveland Water & Power	Purchased Water Expenses	\$	34.14
4267	44916 City of Loveland Water & Power	Purchased Water Expenses	\$	32.67

4234	44900 City of Loveland Water & Power	Purchased Water Expenses	\$	32.45
11090	44909 Larimer County Clerk & Recorder	Office Expenses	\$	26.00
11096	44923 Blazing Needles Promotions	Uniform Expenses	\$	20.00
11049	44909 BUXMAN EXCAVATING	Fire Hyd Meter Deposit Refund	\$	18.00
4215	44896 Northern Co Water Cons Dist	Purchased Water Expenses	\$	17.59
4241	44904 XCEL Energy	Operations - Utilities	\$	15.47
11065	44917 LIGHTNING VENTURES	Fire Hyd Meter Deposit Refund	\$	-
11022	44903 Suc N Up Inc	Void	\$	-

<b>Total Operations</b>			<b>\$</b>	<b>767,899.06</b>
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## Payroll

Check Number	Check Issue Date	Payee	Description	Amount
2259	44900	EFTPS	Federal Withholding Tax Pay Period: 12/4/2022	\$ 26,465.64
2260	44900	CDOR	CO State Withholding Tax Pay Period: 12/4/2022	\$ 4,064.00
2261	44900	COLONIAL LIFE INSURANCE	Voluntary Life Pay Period: 12/4/2022	\$ 460.45
2262	44900	COLORADO RETIREMENT ASSOCIATION	401 Contributions Pay Period: 12/4/2022	\$ 11,832.61
2263	44900	COLORADO RETIREMENT ASSOCIATION	457 Contributions Pay Period: 12/4/2022	\$ 6,855.95
2264	44900	Alerus	HEALTH SAVINGS ACCOUNT Pay Period: 12/4/2022	\$ 2,045.38
2265	44914	EFTPS	Federal Withholding Tax Pay Period: 12/18/2022	\$ 25,441.68
2266	44914	CDOR	CO State Withholding Tax Pay Period: 12/18/2022	\$ 3,954.00
2267	44914	CEBT	Insurance CEBT Pay Period: 12/18/2022	\$ 46,695.69
2268	44914	COLORADO RETIREMENT ASSOCIATION	401 Contributions Pay Period: 12/18/2022	\$ 11,832.61
2269	44914	COLORADO RETIREMENT ASSOCIATION	457 Contributions Pay Period: 12/18/2022	\$ 6,855.95
2270	44914	Alerus	HEALTH SAVINGS ACCOUNT Pay Period: 12/18/2022	\$ 1,895.38
12207-12239	44903	Direct Deposit	Pay Period Ending 12/04/2022	\$ 71,843.28
12240	44903	Szmyd, William R	November Board Meeting	\$ 103.44
12241	44903	Martens, Edward M	November Board Meeting	\$ 106.62
12242	44903	Brandt, Larry R	November Board Meeting	\$ 109.31
12243	44903	Brandenburg, Steven T	November Board Meeting	\$ 103.35
12244	44903	McMurtrey, Emily J	November Board Meeting	\$ 101.01
12245	44903	Walker, James J	November Board Meeting	\$ 92.35
12246	44903	Heiland, Ryan M	November Board Meeting	\$ 98.67
12247-12279	44917	Direct Deposit	Pay Period Ending 12/18/2022	\$ 67,932.44
12280	44917	Szmyd, William R	December Board Meeting	\$ 103.44
12281	44917	Martens, Edward M	December Board Meeting	\$ 106.62
12282	44917	Brandt, Larry R	December Board Meeting	\$ 109.31
12283	44917	Brandenburg, Steven T	December Board Meeting	\$ 92.35
12284	44917	McMurtrey, Emily J	December Board Meeting	\$ 101.01
12285	44917	Walker, James J	December Board Meeting	\$ 109.78
12286	44917	Heiland, Ryan M	December Board Meeting	\$ 98.67
<b>Total Payroll</b>				<b>\$ 289,610.99</b>
<b>Total Cash Disbursements</b>			<b>\$</b>	<b>1,057,510.05</b>

# Agenda Item Summary

Little Thompson Water District

Date: January 19, 2023

Item Number: 5.4

Staff: Angela Diekhoff, Business Manager

**Subject:**

Discussion of the Financial Reports

**Staff Recommendation:**

Staff recommends acceptance of the December Financial Reports.

**Discussion:**

**OPERATING FUND:**

Operating Revenue – We have collected \$12,611,185 which is \$638,503 more than budgeted.

Operating Costs – We have spent \$11,732,062 which is \$206,778 less than budgeted.

Operating Gain (Loss) – We have an operating gain of \$879,122 which is \$845,280 more than budgeted.

**NON-OPERATING FUND:**

Non-Operating Revenue – We have collected \$6,030,516 which is \$343,934 less than

budgeted. Capital Costs – District – We have spent \$5,123,372 which is \$5,521,828 less than

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

<b>Capital Costs – District</b>	<b>Actual YTD</b>	<b>YTD Budget</b>	<b>Annual Budget</b>
County Rd Improvements	\$ 34,898	\$ 200,000	\$ 200,000
Service Connection Expense	179,130	201,600	201,600
Telemetry Improvements	104,314	175,000	175,000
Small Line Abandonment	22,339	75,000	75,000
West 1st St	1,051,189	400,000	400,000
Beacon Meter Upgrade Project	9,616	-	-
Non-Potable System	-	45,000	45,000
Northeast Transmission Line	240,334	3,000,000	3,000,000
5MG Twin Mounds Tank Coating	1,338,003	825,000	825,000
Loveland/Campion Conversion	154,621	1,520,000	1,520,000
54 Bridge-Waterline Relocation	-	732,600	732,600
Dry Creek Feasibility	-	35,000	35,000
Buckhorn Pump Station	15,202	42,000	42,000
<b>Total Capital Projects</b>	<b>\$ 3,149,645</b>	<b>\$ 7,251,200</b>	<b>\$ 7,251,200</b>
Vehicle Replacement Program	52,556	90,000	90,000
Furn & Equip Replacement	8,327	10,000	10,000
Miscellaneous Equipment	22,732	39,000	39,000
Ops Equipment Replacement	20,185	55,000	55,000
<b>Total Vehicles and Equipment</b>	<b>\$ 103,800</b>	<b>\$ 194,000</b>	<b>\$ 194,000</b>
Water Rights - CBT	540,000	700,000	700,000
Water Rights - Other	1,050,000	1,050,000	1,050,000
Water Resources Gen Eng	186,436	300,000	300,000
Water Resources Gen Legal	65,093	200,000	200,000
Raw Water Infrastructure	28,398	950,000	950,000
<b>Total Water Rights</b>	<b>\$ 1,869,927</b>	<b>\$ 3,200,000</b>	<b>\$ 3,200,000</b>
<b>Total Capital Costs – District</b>	<b>\$ 5,123,372</b>	<b>\$ 10,645,200</b>	<b>\$ 10,645,200</b>

Capital Costs - Joint: We have spent \$510,308 which is \$1,171,192 less than budgeted.

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

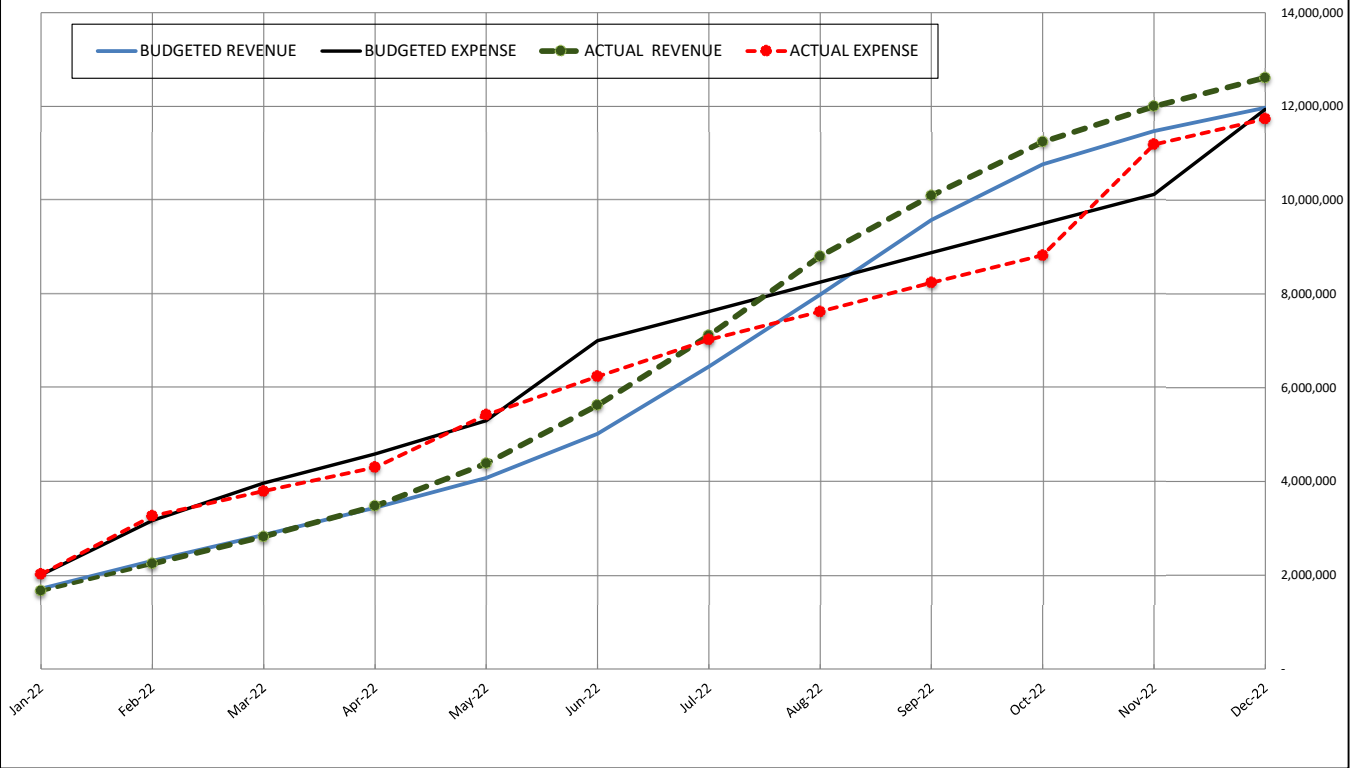
<b>Capital Costs – Joint</b>	<b>Actual YTD</b>	<b>YTD Budget</b>	<b>Annual Budget</b>
CLFP Capital Upgrades	\$ 2,441	\$ -	\$ -
CLFP Membrane Replacement	\$ 4,531	\$ -	
Dry Creek-Joint Cost	\$ 86		
Dry Creek-Joining-Monitoring Sys	\$ 10,667	\$ 25,000	\$ 25,000
CLFP 7 MG Water Tank	\$ 160,425	\$ 1,156,500	\$ -
Pretreatment Design	332,158	-	1,156,500
Pretreatment Construction	-	500,000	500,000
<b>Total Capital Projects</b>	<b>\$ 510,308</b>	<b>\$ 1,681,500</b>	<b>\$ 1,681,500</b>

Non-Operating Gain (Loss) – We have a net non-operating gain of \$396,836 which is \$6,349,086 more than budgeted.

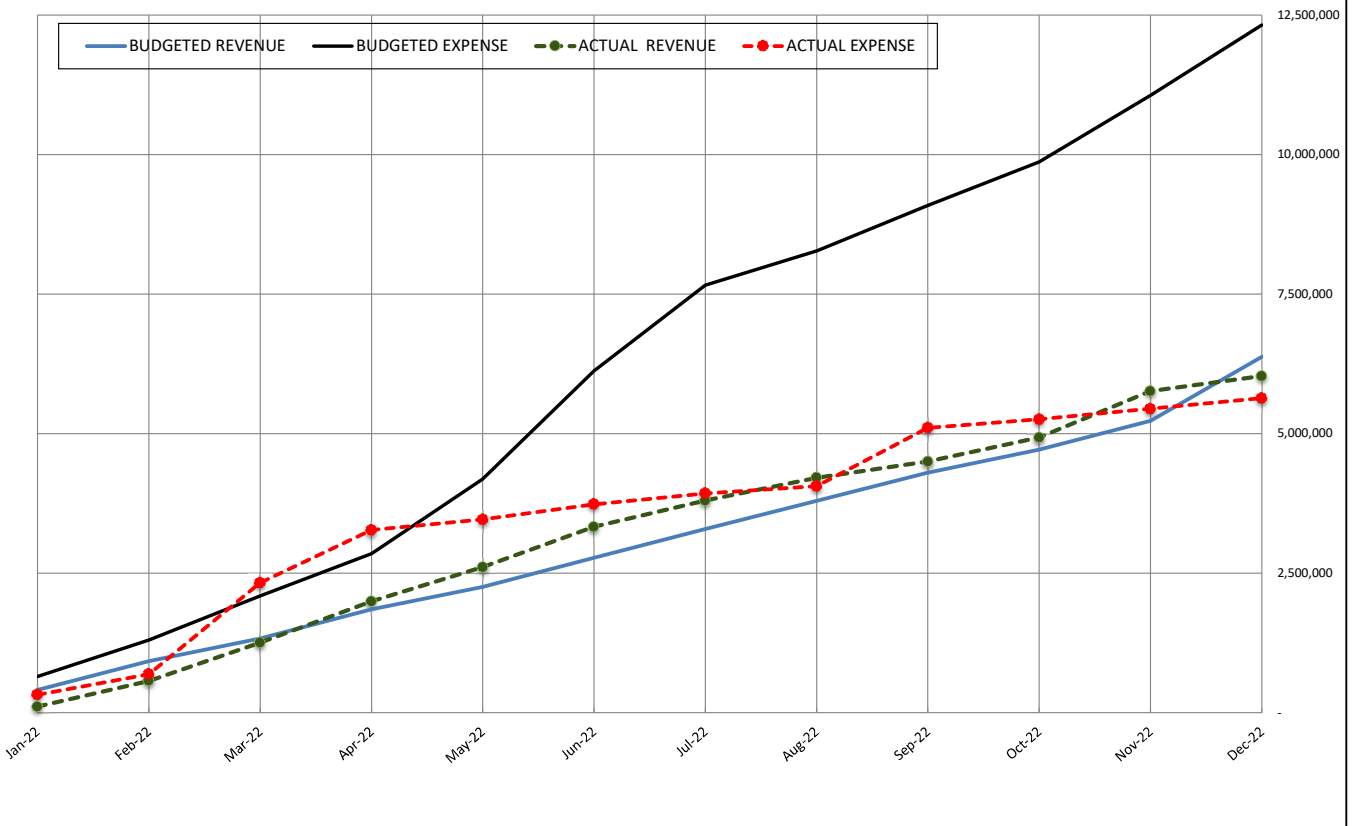
**CHANGE IN WORKING CAPITAL:**

<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)	879,122	33,842	845,280	33,842
Non-Operating Gain (Loss)	396,836	(5,952,250)	6,349,086	(5,952,250)
<b>Total Gain (Loss)</b>	<b>\$ 1,275,957</b>	<b>\$ (5,918,408)</b>	<b>\$ 7,194,365</b>	<b>\$ (5,918,408)</b>

### 2022 OPERATING REVENUE & EXPENSE CUMULATIVE

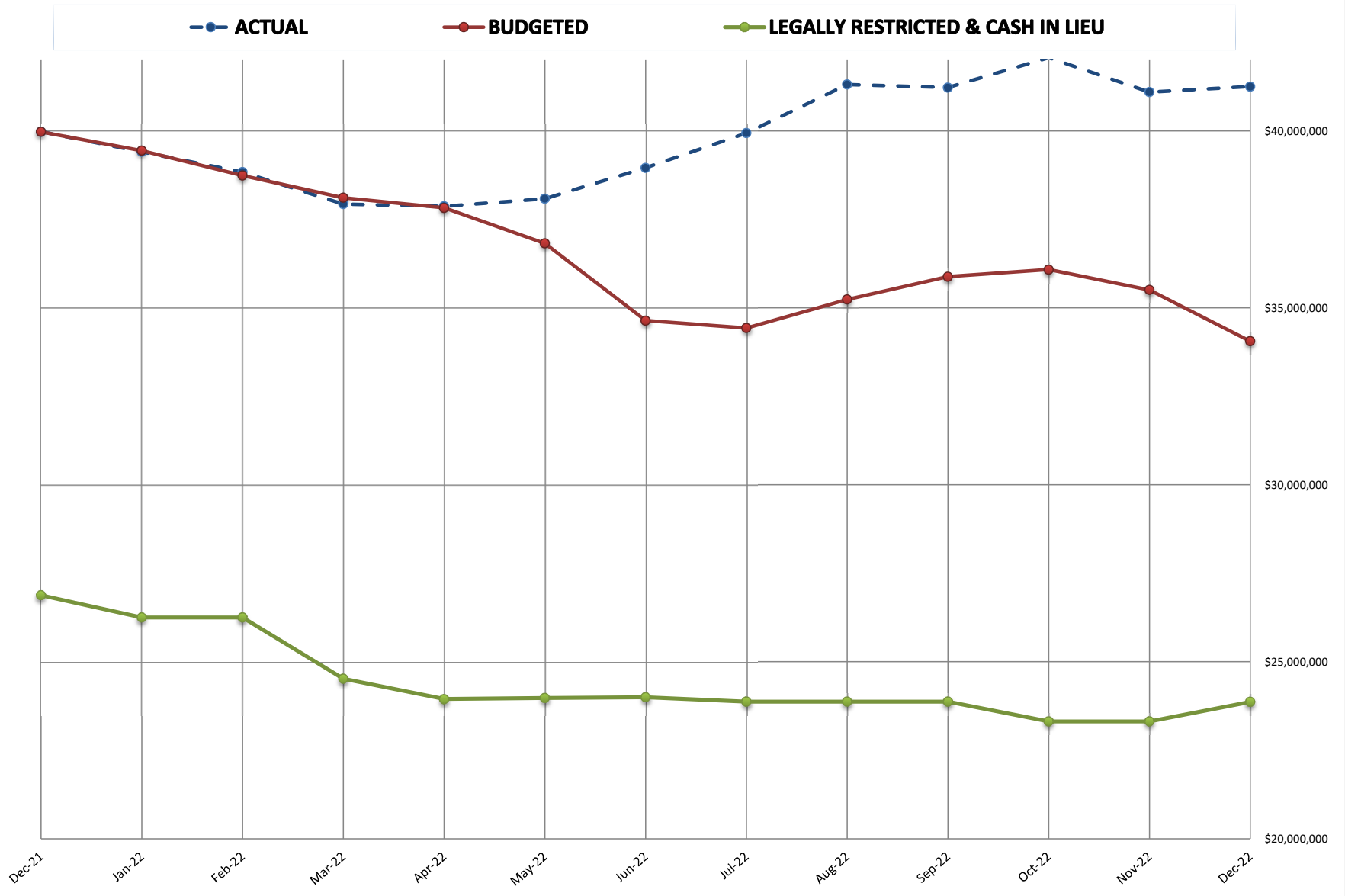


### 2022 NON OPERATING REVENUE & EXPENSE CUMULATIVE





## LITTLE THOMPSON WATER DISTRICT 2022 WORKING CAPITAL GRAPHICAL COMPARISON



**LITTLE THOMPSON WATER DISTRICT  
INCOME AND EXPENSE SUMMARY  
FOR MONTH ENDING DECEMBER 31, 2022**

	Current Month Actual	Current Month Budget	Month Comp Bud/Act	2022 YTD Actual	2022 YTD Budget	YTD Comp Bud/Act	2022 Adopted Budget
<b>OPERATING REVENUE</b>							
Water Revenue Base Fee	302,619	297,000	5,619	3,567,293	3,449,772	117,521	3,449,772
Water Revenue Tier I	94,595	18,450	76,145	1,522,712	1,340,575	182,137	1,340,575
Water Revenue Tier II	47,168	46,700	468	2,244,543	1,869,825	374,718	1,869,825
Water Revenue Tier III	18,070	24,700	(6,630)	1,294,158	1,328,350	(34,192)	1,328,350
Water Revenue Tier IV	60,602	66,900	(6,298)	1,275,223	1,375,775	(100,552)	1,375,775
Water Revenue Tier V	18,951	6,000	12,951	697,124	762,400	(65,276)	762,400
Water Surcharge	21,746	2,500	19,246	135,032	40,000	95,032	40,000
Water Revenue Wholesale	10,311	20,000	(9,689)	226,658	342,000	(115,342)	342,000
Water Revenue Rental	-	-	-	47,129	35,000	12,129	35,000
Bulk Water Revenue	31,026	10,000	21,026	362,835	218,000	144,835	218,000
Other Revenue	7,587	3,500	4,087	83,477	55,985	27,492	55,985
Windy Gap Firming Passthrough	-	-	-	1,155,000	1,155,000	-	1,155,000
<b>Total Operating Revenue</b>	<b>612,676</b>	<b>495,750</b>	<b>116,926</b>	<b>12,611,185</b>	<b>11,972,682</b>	<b>638,503</b>	<b>11,972,682</b>
<b>OPERATING EXPENSES</b>							
Water Treatment	106,780	125,255	(18,475)	1,475,487	1,488,322	(12,835)	1,488,322
System Maintenance	72,956	71,900	1,056	866,595	960,350	(93,755)	960,350
Administration and General	72,299	50,450	21,849	863,235	842,682	20,553	842,682
Engineering	5,463	12,834	(7,371)	77,076	200,210	(123,134)	200,210
Assessments	263	600	(337)	1,958,104	1,998,000	(39,896)	1,998,000
Joint Operations	(4,968)	1,150	(6,118)	26,276	26,275	1	26,275
St Vrain Authority Operations	-	-	-	-	60,000	(60,000)	60,000
Wages & Benefits	288,327	327,680	(39,353)	4,127,983	4,025,697	102,286	4,025,697
Bond & Loan Payments	-	1,229,002	(1,229,002)	2,337,305	2,337,304	1	2,337,304
<b>Total Operating Expenses</b>	<b>541,121</b>	<b>1,818,871</b>	<b>(1,277,750)</b>	<b>11,732,062</b>	<b>11,938,840</b>	<b>(206,778)</b>	<b>11,938,840</b>
<b>Operating Gain(Loss)</b>	<b>71,554</b>	<b>(1,323,121)</b>	<b>1,394,675</b>	<b>879,122</b>	<b>33,842</b>	<b>845,280</b>	<b>33,842</b>
<b>NON OPERATING REVENUE</b>							
Plant Investment Fees	60,100	260,000	(199,900)	3,320,700	3,120,000	200,700	3,120,000
Cash in Lieu of Water Rights	110,860	87,500	23,360	1,562,360	1,050,000	512,360	1,050,000
NonRes Cash in Lieu of Water	-	-	-	-	700,000	(700,000)	700,000
Water Resource Fee	8,000	24,000	(16,000)	304,500	288,000	16,500	288,000
Tap Installation Revenue	10,800	18,000	(7,200)	238,030	216,000	22,030	216,000
Interest Income	58,808	12,500	46,308	287,762	150,000	137,762	150,000
Capital Investment/Impact Fee	-	-	-	-	-	-	-
Native Water Dedication Fee	-	6,000	(6,000)	-	24,000	(24,000)	24,000
Gain (Loss) Sale of Asset	-	-	-	-	7,500	(7,500)	7,500
Grants	-	-	-	-	-	-	-
Passthrough Revenue	-	732,600	(732,600)	145,200	732,600	(587,400)	732,600
Contrib Water Court	-	-	-	-	-	-	-
Other Fees	21,801	2,300	19,501	171,963	86,350	85,613	86,350
Windy Gap Firming Project	-	-	-	-	-	-	-
Windy Gap Firming Assessments	-	-	-	-	-	-	-
<b>Total Non Operating Revenue</b>	<b>270,369</b>	<b>1,142,900</b>	<b>(872,531)</b>	<b>6,030,516</b>	<b>6,374,450</b>	<b>(343,934)</b>	<b>6,374,450</b>
<b>NON OPERATING EXPENSES</b>							
Capital Improvements - District	112,343	620,500	(508,157)	3,149,645	7,251,200	(4,101,555)	7,251,200
Vehicles & Equipments Costs	-	2,500	(2,500)	103,800	194,000	(90,200)	194,000
Water Right Purchases	-	-	-	1,590,000	1,750,000	(160,000)	1,750,000
Water Rights - Windy Gap	-	-	-	-	-	-	-
Water Rights Adjudication	75,295	641,500	(566,205)	279,927	1,450,000	(1,170,073)	1,450,000
St Vrain Authority Treatment	-	-	-	-	-	-	-
<b>Total Capital Costs - District</b>	<b>187,637</b>	<b>1,264,500</b>	<b>(1,076,863)</b>	<b>5,123,372</b>	<b>10,645,200</b>	<b>(5,521,828)</b>	<b>10,645,200</b>
Capital Improvements - Joint	(720)	-	(720)	510,308	1,681,500	(1,171,192)	1,681,500
<b>Total Non Operating Expenses</b>	<b>186,917</b>	<b>1,264,500</b>	<b>(1,077,583)</b>	<b>5,633,680</b>	<b>12,326,700</b>	<b>(6,693,020)</b>	<b>12,326,700</b>
<b>Non Operating Gain(Loss)</b>	<b>83,452</b>	<b>(121,600)</b>	<b>205,052</b>	<b>396,836</b>	<b>(5,952,250)</b>	<b>6,349,086</b>	<b>(5,952,250)</b>
<b>Net Revenue Over Expenses</b>	<b>155,006</b>	<b>(1,444,721)</b>	<b>1,599,727</b>	<b>1,275,959</b>	<b>(5,918,408)</b>	<b>7,194,367</b>	<b>(5,918,408)</b>

LITTLE THOMPSON WATER DISTRICT

BALANCE SHEET

December 31, 2022

	Prior Month	YTD 2022	Actual 2021
<b>CURRENT ASSETS</b>			
Board Designated Reserves	\$ 20,315,790	\$ 19,943,592	\$ 15,829,002
Legally Restricted Cash	\$ 22,303,400	\$ 22,207,414	\$ 24,556,417
Cash In Lieu	\$ 1,011,400	\$ 1,656,260	\$ 2,324,600
<b>Total Cash &amp; Cash Equivalents</b>	<b>\$ 43,630,590</b>	<b>\$ 43,807,266</b>	<b>\$ 42,710,019</b>
<b>ACCOUNTS RECEIVABLE</b>			
A/R - Water Revenue	\$ 892,486	\$ 688,367	\$ 657,667
A/R - Misc Revenue	\$ 248,146	\$ 149,612	\$ 272,111
Accrued Int Receivable	\$ 9,956	\$ 14,205	\$ 3,798
Projects Passthrough Projects	\$ (42,116)	\$ 54,567	\$ 4,624
<b>Total Accounts Receivable</b>	<b>\$ 1,108,471</b>	<b>\$ 906,750</b>	<b>\$ 938,200</b>
<b>OTHER ASSETS</b>			
Inventory	\$ 473,580	\$ 469,674	\$ 233,881
Prepaid Expenses	\$ 24,705	\$ 24,705	\$ 24,705
<b>Total Other Assets</b>	<b>\$ 498,285</b>	<b>\$ 494,379</b>	<b>\$ 258,586</b>
<b>CAPITAL ASSETS</b>			
Filter Plant - Joint Venture	\$ 3,269,178	\$ 3,269,178	\$ 3,269,178
Dry Creek Reservoir Dam	\$ 7,432,221	\$ 7,432,221	\$ 7,432,221
Land - Dry Creek Reservoir	\$ 6,508,922	\$ 6,508,922	\$ 6,508,922
Distribution System	\$ 78,052,575	\$ 78,052,575	\$ 78,061,585
Land & Easements	\$ 2,361,148	\$ 2,361,148	\$ 2,361,148
CLFP - Depreciable Asset	\$ 11,190,325	\$ 11,190,325	\$ 11,190,325
Vehicles, Field & Office Equipment	\$ 3,120,037	\$ 3,120,037	\$ 3,120,037
Construction in Progress	\$ 11,608,142	\$ 11,608,142	\$ 11,599,132
Accumulated Depreciation	\$ (35,821,410)	\$ (35,821,410)	\$ (35,821,410)
Water Rights	\$ 107,102,679	\$ 107,102,679	\$ 107,102,679
<b>Total Capital Assets</b>	<b>\$ 194,823,819</b>	<b>\$ 194,823,819</b>	<b>\$ 194,823,819</b>
<b>Total Assets</b>	<b>\$ 240,061,165</b>	<b>\$ 240,032,214</b>	<b>\$ 238,730,624</b>
<b>CURRENT LIABILITIES</b>			
A/P - Supplies	\$ 809,664	\$ 620,964	\$ 610,494
Wages Payable	\$ 528,212	\$ 532,955	\$ 538,984
Bond/Loan Interest Payable	\$ 11,983	\$ 11,983	\$ 11,983
Current Portion Long Term Debt	\$ 1,126,564	\$ 1,126,564	\$ 1,126,564
<b>Total Current Liabilities</b>	<b>\$ 2,476,423</b>	<b>\$ 2,292,466</b>	<b>\$ 2,288,025</b>
<b>LONG TERM LIABILITIES</b>			
Bonds & Notes Payable	\$ 32,109,778	\$ 32,109,778	\$ 32,109,778
Unamortized Premiums - Discounts	\$ 517,437	\$ 517,437	\$ 517,437
<b>Total Long Term Liabilities</b>	<b>\$ 32,627,215</b>	<b>\$ 32,627,215</b>	<b>\$ 32,627,215</b>
<b>Total Liabilities</b>	<b>\$ 35,103,638</b>	<b>\$ 34,919,681</b>	<b>\$ 34,915,240</b>
<b>NET ASSETS</b>			
NET ASSETS	\$ 203,836,574	\$ 203,836,574	\$ 203,836,574
Net Revenue Over Expenses	\$ 1,120,953	\$ 1,275,959	\$ (569,311)
<b>Total Equity</b>	<b>\$ 204,957,527</b>	<b>\$ 205,112,533</b>	<b>\$ 203,267,263</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 240,061,165</b>	<b>\$ 240,032,214</b>	<b>\$ 238,182,503</b>

# Agenda Item Summary

## Little Thompson Water District

Date: January 19, 2023

Item Number: 6.1 – Stanley Pond Waiver Request to Section 3 of the District Rules and Regulations

Staff: Brad Eaton, PE - District Engineer

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**Subject:** Stanley Pond’s Request for a Reduced Raw Water Dedication, Requiring a Wavier to the District’s Rules and Regulations, Section 302 – Types and Sizes of Service (See Attached Request).

**Staff Recommendation:** For Board Discussion. Staff Recommends Approval with Conditions.

**Discussion:** Please See Details of the Reduced Raw Water Dedication Request Below.

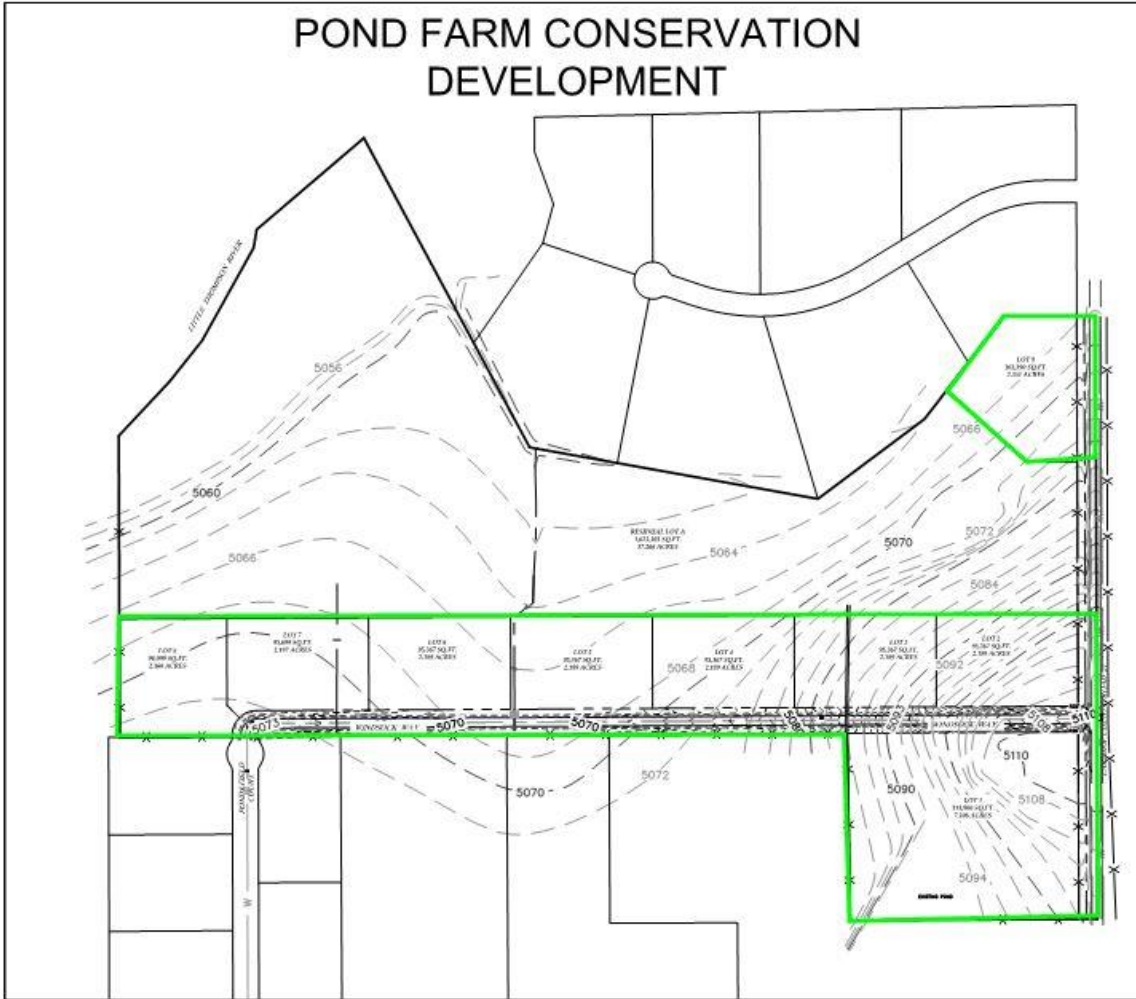
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Waiver Request Background:

Stanley Pond owns a property that is to be subdivided through the Conservation Development process (File 16-LAND3554) located at 2501 S. County Road (CR) 21, Berthoud, CO (parcel #9432400029). The subject property is to be subdivided into eight residential lots in addition to the existing lot currently served by a 5/8-inch standard residential tap (tap #3194) for a total of nine residential lots. A map of the subject parcel and image of the development plan are shown below.

Stanley Pond - Parcel #9432400029





October 12, 2022, LTWD issued a commitment letter outlining provisions for water service for Mr. Pond’s proposed development and request for nine 5/8-inch standard residential taps. In Mr. Pond’s request, it was proposed that the nine standard residential taps have their respective raw water dedication requirements reduced by 50 percent, which equates to a raw water dedication of 0.35 acre-feet for each requested tap. Mr. Pond’s proposal is based on his plan to provide a non-potable irrigation system to serve the proposed nine lot development. The proposed reduction in raw water dedication changes the tap classification of each tap to a 5/8-inch urban tap.

From the District’s Rules and Regulations:

302. TYPES AND SIZES OF SERVICE

302.1 2) Urban (Conservation): service to a parcel with an annual allocation of gallons per year for residential use only as illustrated in Schedule D in Section 15. Water use surcharges are incurred after the allocation is exceeded per Schedule B in Section 15 of the Rules and Regulations. Urban taps are limited for lots 9,000 square feet in size or smaller, and outdoor use is limited to approximately 2,500 square feet of turf. No accessory dwelling shall be allowed with an urban tap.

Since all requested taps will serve lots larger than 9,000 square feet, a variance to the District's Rules and Regulations is the basis of Mr. Pond's waiver request.

This request for a reduced raw water dedication is supported by the attached formal request and non-potable irrigation water system outline from Mr. Pond.

Staff Recommendation with Conditions for Approval:

1. The basis for recommending approval of this request is successful installation, operation and maintenance of a non-potable irrigation system serving the outside watering needs of the proposed nine lot development. Therefore, Mr. Pond must agree to general conformance to the intent of Section 17 of the District Rules and Regulations governing non-potable irrigation systems.
2. Mr. Pond will be required to provide water rights to meet the minimum projected needs of the proposed nine lot development at 0.35 acre-feet for each 5/8-inch urban tap requested, resulting in a total raw water dedication requirement of 3.15 acre-feet. A raw water credit of 0.70 acre-feet will be provided for the existing standard residential tap #3194 toward the total 3.15 acre-feet requirement, resulting in a net raw water dedication requirement of 2.45 acre-feet.
3. Mr. Pond, as the owner of the existing tap #3194, will be required to execute a new Domestic Water Agreement (DWA) binding tap #3194 to the limitations of an Urban tap. Future owners of the remaining eight lots will be required to execute the same DWA as part of standard procedure for the purchase of a tap.

As a part of approval, Mr. Pond must acknowledge the annual allotment for a 5/8-inch urban tap is 114,000 gallons (0.35 acre-feet) and that excessive overuse may result in expensive surcharges. In addition, repeated overuse may result in the requirement to dedicate additional raw water to the District for the requested taps. Furthermore, Mr. Pond must acknowledge that no accessory dwellings are allowed with Urban taps.

Provided that Mr. Pond agrees to abide by the conditions noted in the commitment letter issued on October 12, 2022, along with the conditions note above, staff is not opposed to Board approval of this waiver request.



Little Thompson Water District  
835 E. State Highway 56  
Berthoud Colorado 80513  
Attn: Brad Eaton – District Engineer

8 Dec 2022

Re: Water tap Commitment letter for Parcel No. 9432400029 dated October 12, 2022

Brad,

As part of our application to Larimer County to subdivide our property through the Conservation Development process (File 16-LAND3554), a water tap commitment letter was requested by us and issued on May 31 2017 by LTWD for eleven urban taps. This commitment letter expired in 2019. As we prepared to submit documents for the final plat stage of the development process with the county, we subsequently requested a refreshed commitment letter for 9 urban taps because the number of lots was reduced by one and there is one tap already in place serving our personal residence on the property. As outlined in the description of the proposed irrigation water plan for the development (included as page 2 of this letter), all outside water use will be provided by tie-in to the existing irrigation water lines delivering water provided by the water rights as described. This letter is to formally request an exemption to the recently adopted district rules regarding the issuance of urban water taps for lots greater in size than 9000 square feet as described in the above referenced commitment letter dated October 12, 2022. Please feel free to contact me with any questions or for additional information you may need.

Thank you for your consideration.

Stanley Pond  
2501 So. CR 21  
Berthoud, CO 80513  
303-588-7586

# Pond Farm Conservation Development

## Irrigation Water Plan

With the intent to reduce the domestic water demand for the lots in this development by 50%, it is proposed that supplemental water (irrigation water) be provided to all 9 residential lots as well as the residual lot in this development allowing the irrigation water be used for outside water uses. Irrigation water is currently delivered by open ditch (Blower Ditch) from the Little Thompson River and Highland Ditch Company Gate 31 to an interconnected system of pipelines and a reservoir with a capacity of approximately 15 acre-feet. Water may be delivered by gravity flow from this system to each of the residential lots. It is proposed to assign a 5% share of the W.R. Blower ditch and  $\frac{1}{4}$  share of Highland Ditch Co. currently owned by Stanley and Marian Pond to a homeowners association who will administer the irrigation water to residential lots 1 through 9. Irrigation of the residual lot is anticipated to continue to be accomplished using an additional 10% of the Blower ditch as well as other water rights owned by Stanley and Marian Pond, which will not be part of the homeowners association.

Water delivery records for the Blower ditch are contained in Appendix A and records for Highland Ditch are contained in Appendix B. The year with the lowest water delivery in both these records since the year 2000 is 2012. This year the Blower delivered a total of 94.5 AF. In 2012 Highland allocated 140 inches of storage per share equating to 7 AF of storage per share and 1.75 AF for the  $\frac{1}{4}$  share being discussed here. Highland water usually refills multiple times during a season. Assuming only a single refill during this season, this  $\frac{1}{4}$  share would yield 3.5 AF for the season. A 5% share of the Blower water delivered that year equates to approximately 4.7 AF. It is noted that the Blower water is typically only available early in the season which dovetails nicely with the Highland water later in the season. Combining these two water volumes equates to 8.2 AF which is considerably greater than the 3.15 AF requested by LTWD to allow a 50% reduction of the raw water required to be dedicated for domestic water taps.

# Agenda Item Summary

Little Thompson Water District

Date: January 19, 2023

Item: 6.2

Staff: Amber Kauffman, District Manager and Angela Diekhoff, Business Manager

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**Subject:** Auditor Letter of Engagement

**Staff Recommendation:** Informational only

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LTWD published a notice for requests for proposals for an auditor on November 18, 2022. Proposals to the District were required for submittal by noon on January 12, 2023. The intent is to engage the auditor for the 2022 audit and the following 3 years pending their performance. The following firm submitted a proposal.

- The Adams Group, LLC

The following scoring system will be used to help staff evaluate the proposals:

- Company and Personnel Qualifications - 40 Points
- Approach to Scope of Work - 20 Points
- Schedule - 20 points
- Fee - 20 Points

A summary of the proposal and the staff's ranking of their proposal will be provided at the board meeting. A letter of engagement will be provided at the board meeting for consideration. Additionally, the proposals will be made available for Directors to review if so desired.

# Agenda Item Summary

Little Thompson Water District

Date: January 19, 2023

Item: 6.3

Staff: Amber Kauffman, District Manager

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**Subject:** Board Officer Elections

**Staff Recommendation:** None

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LTWD is required to submit to the State a Transparency Notice and update the officers of the board to the State by January 15, and subsequently if the officers change. The current officer positions and delegates to other boards include the following:

President: Emily McMurtrey  
Vice President: Steven Brandenburg  
Treasurer: Larry Brandt  
Secretary: Amber Kauffman

Carter Lake Filter Plant Delegates: Ed Martens, Steven Brandenburg, Ryan Heiland  
St. Vrain Water Authority Delegate: Jim Walker (3-year commitment expires June 2025)

# Agenda Item Summary

Little Thompson Water District

Date: January 19, 2023

Item: 6.4

Staff: Amber Kauffman, District Manager

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**Subject:** Board Meeting Schedule

**Staff Recommendation:** None

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LTWD Board approved a new schedule for our monthly board meetings to change the day and time to 4:00 pm on the third Thursday of each month except for March, June and December. Due to changes in employment for Ms. McMurtrey it has been requested we discuss the time and/or day of the meeting moving forward. Attached is the current schedule. The 4:00 time is not feasible on Thursdays for Ms. McMurtrey. A request to evaluate either returning to the 5:00 time or keeping the 4:00 time and shifting to the third Wednesday of each month was made. If a change in day is desired, an additional change will need to occur in December due to the Carter Lake Filter Plant board meeting.

# Little Thompson Water District Board Calendar 2023

January '23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
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12	13	14	15	16	17	18
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26	27	28				

March '23						
Su	M	Tu	W	Th	F	Sa
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26	27	28	29	30	31	

April '23						
Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30						

May '23						
Su	M	Tu	W	Th	F	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '23						
Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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July '23						
Su	M	Tu	W	Th	F	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					


August '23						
Su	M	Tu	W	Th	F	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		


September '23						
Su	M	Tu	W	Th	F	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '23						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23						
Su	M	Tu	W	Th	F	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

 = Holidays

 = Daylight Savings  
March 12 and November 5

January 2 (observed) - New Year's Day

February 20 - Presidents' Day

May 29 - Memorial Day

July 4 - Independence Day


September 4 - Labor Day

November 10 (observed) - Veterans' Day


November 23 & 24 - Thanksgiving

December 25 & 26 (observed) - Christmas Eve & Christmas

 = LTWD Meetings at 4:00pm

 = CLFP Meetings at 4:30pm

 = SVWA Meetings at 6:00pm

 = SDA Conference - September 12 - 14



# Agenda Item Summary

Little Thompson Water District

Date: January 19, 2023

Item: 6.5

Staff: Amber Kauffman, District Manager

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**Subject:** Legal Counsel Fee Agreement

**Staff Recommendation:** Staff recommends Approval

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There are a few roles that the Board of Directors hires directly: the District Manager, legal counsel, and the auditor. We have not reviewed the contracts of the legal counsel for some time even though we have had an engagement letter from the auditor annually for approval. I felt it was important to ensure the Board understood this responsibility and renew contracts and/or engagement letters for our legal counsel.

The attached fee agreement from Starr and Westbrook. was provided by Mike Westbrook. Mr. Westbrook handles general legal issues, with the exception of water law, for the District.

**STARR & WESTBROOK, P.C.**

ATTORNEYS AT LAW  
210 EAST 29TH STREET  
LOVELAND, COLORADO 80538  
TELEPHONE 970-667-1029

RANDOLPH W. STARR  
MICHAEL A. WESTBROOK

E-Mail [randy@starrwestbrook.com](mailto:randy@starrwestbrook.com)  
E-mail [mike@starrwestbrook.com](mailto:mike@starrwestbrook.com)

January 1, 2023

Little Thompson Water District  
835 E. Highway 56  
Berthoud, CO 80513

Re: Employment and Fees, Costs and Billing Procedures

This letter will discuss the Fee Agreement relating to representation of Little Thompson Water District by our law firm. Similar to the previous and historical representation of the District by our firm, Starr & Westbrook, P.C. will serve as general counsel to the District and provide legal representation and assistance with rules and regulations, conditions of service, extension agreements, water supply contracts, easements and other real estate matters, territory, inclusions and exclusions, working with bond counsel, construction contracts for major water line and water tank construction, negotiation and contracting with cities, towns and other governments, and all other general legal services. Starr & Westbrook, P.C. does not provide legal representation to the District with water court matters.

Occasional confusion arises relating to attorneys' fees, court costs, charges and billing procedures. To avoid that confusion this letter will also constitute an explanation of our policies and procedures. A number of factors concerning attorney fee charges are set forth. Please study those elements carefully as they will be taken into consideration at the time of our billings to the District. These items are permissible for fee consideration under the Rules of Professional Conduct promulgated by the Colorado Supreme Court.

If the District has any questions concerning fees, charges, costs, services rendered or any other matter relating to our representation of the District, please do not hesitate to contact me.

We believe that information concerning charges, rates, costs, billing time, fee considerations and other similar matters should be discussed fully and freely between attorney and Client.

If the Fee Agreement meets with your approval, please sign where indicated and return an executed original to this office. Our Firm is honored to be of assistance to you.

**ATTORNEY FEES**

Client agrees to pay the firm for its services. Client acknowledges that the factors considered by the Firm in determining its fee are: the time and labor required, complexity and difficulty of the matters involved, skill required to perform the legal service properly, fees customarily charged in

the area for similar legal services, experience with the area of law involved, time limitations imposed by clients or the circumstances, amount involved, and results obtained. When time is used as a criterion, the following hourly rates will apply:

<b>Randolph W. Starr</b>	<b>\$ 275.00</b>
<b>Michael A. Westbrook</b>	<b>\$ 225.00</b>
Outside Associated Counsel	cost

**THE HOURLY RATES MAY BE INCREASED AT ANY TIME UPON NOTICE TO THE CLIENT.**

Time shall be recorded in one-tenth hour increments. Tasks for which time shall be recorded include, but are not limited to, the following: Conferences with Client and others, legal research, factual investigation, preparation of correspondence and legal documents, reading and analyzing correspondence and legal documents, preparation for and appearances in court and other meetings, travel to and from court and other meetings, and telephone conversations with Client and others.

Services pertaining to the subject matter of this Agreement rendered by the Firm for Client prior to the signing of this Agreement shall be included in the Firm's fee.

**BILLING**

The Firm will submit to the Client monthly bills for services rendered and expenses incurred during the previous month. All bills are due and payable upon receipt unless otherwise indicated on the bill.

**EXPENSES**

Client acknowledges that the Firm may incur various expenses in providing services to Client. Some examples of these expenses are charges for court filings, depositions, expert witnesses, investigations, reports, photocopying, etc. Client shall reimburse the firm for all expenses paid by the Firm. Client shall be notified of these expenses by monthly billing. In some instances, these expenses will be billed directly to Client. Client should then make direct payment to the originator of the bill.

**TERMINATION OF EMPLOYMENT; WITHDRAWAL**

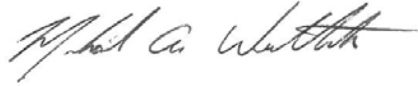
Client may terminate this Agreement by notifying the Firm in writing. If permission for withdrawal from employment is required by the rules of any court, the Firm shall withdraw upon permission of the Court. Client shall pay the Firm its fee for services rendered and expenses incurred to the date of such Firm's receipt of Client's letter of termination. Such fee shall be due and payable on the date of termination.

The Firm may withdraw as counsel for Client and terminate this Agreement for any just reason by notifying Client in writing. Some examples of reasons for termination included, but are not limited to, failure to pay the Firm's fee or expenses within a reasonable time of Client's receipt

of any bill, Client's failure to cooperate with the firm, and any action or request by Client which would require the Firm to violate the Rules of Professional Conduct approved by the Supreme Court of Colorado. If the Firm withdraws as Client's counsel and terminates this Agreement, it will use reasonable precaution to avoid prejudice to the rights of Client by allowing a reasonable time for employment of other counsel, delivering to Client all papers and property to which Client is entitled and complying with all applicable laws and rules.


In the event of litigation or arbitration concerning this Agreement, reasonable attorneys' fees and costs shall be awarded to the successful party.

Sincerely,  
STARR AND WESTBROOK, P.C.



By: Michael A. Westbrook

Accepted and Approved by Client:  
Little Thompson Water District

 \_\_\_\_\_  
Amber Kauffman, PE, District Manager

Dated effective January 1, 2023

# Agenda Item Summary

Little Thompson Water District

Date: January 19, 2023

Item: 6.6

Staff: Amber Kauffman, District Manager

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**Subject:** Water Legal Counsel Contract and Letter of Engagement

**Staff Recommendation:** Staff recommends Approval

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There are a few roles that the Board of Directors hires directly; the District Manager, the legal counsel, and the auditor. We have not reviewed the contracts of the legal counsel for some time even though we have had an engagement letter from the auditor annually for approval. I felt it was important to ensure the Board understood this responsibility and renew contracts and engagement letters for our legal counsel.

The attached contract and engagement letter from Carlson, Hammond, & Paddock, L.L.C. was provided by Lee Johnson, whom you met in December.

## CONTRACT FOR LEGAL SERVICES

THIS AGREEMENT is made this \_\_\_\_\_ day of January, 2023, by and between Carlson, Hammond & Paddock, L.L.C., (“CHP”) and the Little Thompson Water District (“Little Thompson” or the “District”), through its Board of Directors.

### RECITALS

1. CHP has represented Little Thompson continuously since September of 2004. Said representation has been completed pursuant to an initial engagement letter and subsequent rate increase letters over the years. The District, through its Board of Directors, wishes to maintain this attorney client relationship, but memorialize the ongoing terms of CHP’s engagement in this contract and its attachments.
2. CHP and its attorneys are authorized to practice law in the State of Colorado.
3. The District is in need of special legal services for water matters, including but not limited to water rights and water quality matters, that may arise in the course of this agreement (the “Services”). The Services expressly include representation of the District in pending and future water court matters, including, but not limited to pending Case No. 21CW3108 involving the District’s Home Supply Ditch Company interests, a potential water court application to be filed in 2023 involving the District’s Handy Ditch Company interests, representing the District as an opposer in various other water court applications pending in Water Division No. 1, and representing the District as an applicant in past and future diligence applications involving conditional water rights owned by the District. These Services are performed at the request of staff in accordance with the Board of Directors direction, and at the direction and pleasure of the Board.

### AGREEMENT

1. CHP shall furnish special legal services to District on an as-needed basis for water matters, including matters related to the Services described above. The scope of work shall be as described in the updated engagement letter attached hereto as Exhibit A. To the extent there is a conflict between the terms of this Agreement and the attached Exhibit A, the terms of this Agreement shall control.
2. Lee H. Johnson of CHP shall be the point of contact for providing the Services and will work with Katrina Fiscella of CHP, and other CHP attorneys and staff in providing the Services.
3. CHP is acting as an independent contractor; therefore, the District will not be responsible for FICA taxes, health or life insurance, vacation, or other employment benefits.
4. The term of this Agreement shall be through December 31, 2023. The District shall pay for the Services for calendar year 2023 at the hourly rates set forth in the attached



updated engagement letter. CHP shall not implement an increase in hourly rates during the term of this Agreement, or December 31, 2023, whichever comes first.

5. This Agreement may be terminated by the District with or without cause.

6. Payments pursuant to this Agreement shall not exceed two hundred seventy thousand dollars (\$270,000) for 2023 without further written authorization by the District.

7. The District authorized this Agreement at its January 2023 meeting.

8. To the extent this Agreement constitutes a public contract for services pursuant § 8-17.5-101 et seq., the following provisions shall apply: CHP shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. In addition, CHP shall not enter into a contract with a subcontractor that fails to certify to CHP that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. If CHP obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, CHP shall notify the subcontractor and the District within three (3) days that CHP has actual knowledge that the subcontractor is employing or contracting with an illegal alien. Furthermore, CHP shall terminate such subcontract with the subcontractor if, within three (3) days of receiving the notice required pursuant to this paragraph, the subcontractor does not stop employing or contracting with the illegal alien. Except that CHP shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

CHP certifies that, prior to executing this Agreement, it has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement through participation in either the E-verify program administered by the United States Department of Homeland Security and the Social Security Administration (the "E-verify Program"), or the employment verification program administered by the Colorado Department of Labor and Employment (the "Colorado Verification Program"). CHP shall not use either the E-verify Program or the Colorado Verification Program procedures to undertake pre-employment screening of job applicants while performing this Agreement. Further, to the extent required by C.R.S. § 8-17.5-102(1), by submitting a bid, CHP certifies that it does not knowingly employ or contract with an illegal alien who will perform work under this Agreement, and that CHP will participate in the E-verify Program or the Colorado Verify Program in order to verify the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement.

CHP shall comply with all reasonable requests by the Colorado Department of Labor and Employment made in the course of an investigation undertaken pursuant to the authority established in Section 8-17.5-102(5), C.R.S.

9. In connection with the performance of this Agreement, CHP agrees not to discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, sex, national origin, or disability. Such actions shall include, but not be limited to

the following: employment; upgrading, demotion or transfer recruitment or recruitment advertising; layoff or termination; rates of pay or other form of compensation; and selection for training including apprenticeship. CHP represents that it will require a similar affirmation of nondiscrimination in any contract it enters into with a subcontractor as part of the performance of this Agreement.

10. Nothing in this Agreement shall be construed or deemed as creating a multiple-year fiscal obligation of the District. All obligations of the District pursuant to this Agreement are subject to prior annual appropriation by the District's Board of Directors.

CARLSON, HAMMOND & PADDOCK, L.L.C.

By: \_\_\_\_\_  
Lee H. Johnson

LITTLE THOMPSON WATER DISTRICT

By: \_\_\_\_\_

CARLSON, HAMMOND & PADDOCK, L.L.C.  
ATTORNEYS AT LAW

1900 N. GRANT STREET, SUITE 1200  
DENVER, COLORADO 80203

TELEPHONE (303) 861-9000  
TELECOPIER (303) 861-9026  
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SARAH B. WIEDEMANN

ljohnson@chp-law.com

JOHN UNDEM CARLSON  
(1940-1992)

WILLIAM A. PADDOCK  
OF COUNSEL

MARY MEAD HAMMOND  
RETIRED

January 12, 2023

Amber Kaufmann, P.E.  
District Manager  
Little Thompson Water District  
835 E. Highway 56  
Berthoud, Colorado 80513

Re: Updated Engagement Letter

Dear Amber:

As you know, Carlson, Hammond & Paddock, LLC (“CHP”) has enjoyed representing Little Thompson Water District (“Little Thompson” or the “District”) on water matters since 2004. We look forward to continuing our attorney client relationship for many years to come. In the past, our representation has been conducted on the basis of an initial engagement letter and subsequently updated rate letters sent on an annual basis. Since our initial engagement letter is many years old at this point, and given that scope of items we are currently working on for the District is quite different than 2004, we thought it advisable to update our engagement letter. This letter is provided to you and the Board with that in mind. It is intended to supplement our initial engagement letter and apply going forward in connection with a more formal contract for legal services as approved by the Board. This letter is intended to be an exhibit to said formal contract.

The scope of our ongoing services to the District is as follows. Our firm has represented the District on water matters in Division 1 Water Court for a number of years. Currently, we represent the District as an applicant in Case No. 21CW3018, a change of use application involving the District’s share interests in the Consolidated Home Supply Ditch Company. That matter is currently pending before the Water Referee in Water Division No. 1 and we are actively working with staff and the District’s consulting water engineering firm, to address opposer’s concerns. As we have discussed, there are a number of complicated issues in that pending matter, including negotiating appropriate volumetric limits for the District’s share interests and satisfying return flow obligations in time, place and amount in order to prevent injury to other water users. I anticipate this matter will take a fair bit of effort in 2023.

In addition, our firm has worked with the Handy Ditch Company over the past several years in an effort to obtain approval for filing a change of water right application for the District’s share ownership interests in the Handy Ditch Company. This has proven to be a fairly significant uphill battle, but as we discussed at the recent December District Board Meeting,

Amber Kaufmann, P.E.  
January 12, 2023  
Page 2

there are signs of progress on that front. I anticipate filing a Water Court application in 2023 related to these interests.

The scope of our current representation also includes representing the District as an opposer in various Water Court matters. Currently, we are counsel of record for the District in pending matters involving the Town of Johnstown's change of use of certain Home Supply shares (Case No. 20CW3011); the Town of Berthoud's change of use of certain Ryan Gulch interests (Case No. 21CW3023) and the Town of Firestone's pending change of use matter (Case No. 19CW3236). At this point in time, I am confident we will be able to resolve the District's concerns in these pending matters short of going to trial in Water Division No. 1. We will continue to update you and District staff on the status of these matters during 2023.

In the past, we have represented the District on diligence and absolute claims for certain conditional water rights associated with the Bayshore Lakes facility. With the very good help of District staff, we recently obtained a decree from the Water Court making a sizable portion of the conditional Bayshore Lakes storage right absolute. You and your staff should be commended for the hard work on appropriate diversion and accounting matters that resulted in this successful outcome. There are still some amounts of these conditional rights (both storage rights and exchange rights) that remain conditionally decreed. I do not anticipate any need to work on these conditional water rights from a legal perspective in 2023, but you should know that a further diligence application on these conditional rights will be due in September of 2028. I know you and your staff will plan accordingly. Lastly, we are currently working on the District's behalf on matters related to Bayshore Lakes and discussions with the relevant developer. I anticipate these matters will involve some time spent in 2023. We stand ready to help as needed on these ongoing negotiations as directed by the District's Board and its staff.

I am hopeful this adequately describes the scope of our current work on behalf of the District. If I have misstated anything, or neglected to include any matters, please let me know.

As you know, our firm specializes in Colorado water rights matters and we are able to provide legal counsel on these issues. Our firm is prohibited by the rules governing the practice of attorneys from engaging in conflicts of interest. In reviewing our conflict database, our work for the District on the matters described above have not create any direct conflicts of interest. I therefore conclude that our current scope of work for the District is not currently in any direct conflict with ongoing representation of existing clients. If, however, at any time a conflict should arise between the District's interests and another client of this firm, we will immediately bring it to your attention and attempt to resolve it. You should understand that resolving such a conflict might require us to withdraw from representing the District in such a matter. In that event, we would, of course, attempt to provide you and the Board with names of other potential counsel.

Amber Kaufmann, P.E.  
January 12, 2023  
Page 3

*Charges for Legal Services.* Our firm bills for services based on hours worked on a particular matter. We have five attorneys in our office and our billing rates vary depending on the attorney's level of experience. Consistent with our updated rate letter sent on October 27, 2022, our current billing rates to the District are as follows; William A. Paddock, Lee H. Johnson and Karl D. Ohlsen - \$305 per hour; Mason Brown - \$280 per hour; Katrina Fiscella - \$265 per hour; Sarah B. Wiedemann - \$250 per hour. Although she is currently out on maternity leave, I anticipate working closely with my associate, Katrina Fiscella, on District matters. Generally on an annual basis, we find it necessary to raise our hourly rates to reflect our increasing costs and the increasing level of experience of our legal staff. We do so by letter in order to provide the District with notice of any proposed rate increase. The rates listed above, however, will remain in effect for District work throughout 2023. We bill for all time spent in pursuit of a client's business, including necessary travel time. In addition, we also bill for expenses such as computerized legal research, copies, faxes, messenger service, extraordinary postage, out of town or out of pocket mileage, lodging, food, and other like items. We bill on a monthly basis and appreciate timely payment of statements. It is our policy to charge interest at a rate of 1% per month on any balance remaining unpaid after 30 days. As you might anticipate, we do reserve the right to suspend work on behalf of a client when payment is delinquent. In this instance, we will submit our monthly bills directly to you. As always, if you have any questions regarding our billing, please do not hesitate to contact me.

*File Retention.* Our firm has a file retention policy that generally provides for return of files to a client (if requested) or secure destruction of files not less than three and no more than seven years after the legal matter has been concluded. Depending on the circumstances it may be difficult to determine when a legal matter has concluded; therefore, we will retain some flexibility in regard to the relevant files. In any event, we will attempt to inform you and make any such files that are in our possession available to you before we destroy any of them.

It is very important for us that our clients be satisfied with our services. We realize that legal services are expensive, and therefore do all we can to ensure that you are getting a good value. We believe that open communication is essential, and therefore urge you to contact us at any time with questions you may have regarding our services, our policies, or our bills.

I trust this letter adequately updates the current scope and nature of the matters the District wishes for CHP to undertake on Little Thompson's behalf. If I have misstated any items, or if there are any questions or concerns, please contact me at your earliest convenience. Since we have not updated our engagement letter in a number of years, and in connection with your requested Legal Services Contract (to which this letter would be an exhibit) it would be helpful if the Board could authorize you to sign and return a copy of this document to us at your convenience so that we have appropriately documented our current billing rates and scope of work.

Amber Kaufmann, P.E.  
January 12, 2023  
Page 4

All of us here at CHP look forward to continuing our long standing relationship with the District and working on water matters at the Board's direction on behalf of Little Thompson.

Sincerely,



Lee H. Johnson

Accepted:

---

Amber Kaufmann, P.E.  
District Manager  
Signed on behalf of Little Thompson Water  
District Board of Directors

---

Date

Cc: Susie Kirshenbaum

# Agenda Item Summary

Little Thompson Water District

Date: January 19, 2023

Item: 6.7

Staff: Amber Kauffman, District Manager

---

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

**Staff Recommendation:** Informational only

---

The board packet was forwarded to the board on January 9. I did not attend the CLFP board meeting. Generally, the packet included the following information:

**Projects:**

- Old North Plant: NoCo Engineering met onsite to discuss options for modifying the old North Plant to address issues with Dry Creek water and with increasing contact time for chemicals ahead of the membranes. Opinions of probable costs will be provided at the February meeting for the following options:
  - Modify piping at the Old North Plant and use is only for Dry Creek for contact basin.
  - Modify plant to utilize both the contact basin and the old filters for mixing and contact.
  - Remove the existing Old North plant and start from scratch
- Pretreatment:
  - We are working on creating the DAF specification to send out for equipment procurement.
  - Created a rough draft of the one-line diagrams.
  - Majority of the as-built drawings are complete.
  - Rough layout of the future treatment building is waiting on drafting.
  - Rough draft of the hydraulic profile is complete.
  - Rick and Josh looked at removing the upflow clarifiers to determine impact on the South Plant. Appears that their removal may result in increased capacity at the plant and slightly reduced turbidity (better water quality).

**Operations and Maintenance:**

- Average daily demand for December was 9.1 MGD down from 9.3 MGD in 2021.
- The compressor at the North Plant needs replacement and is on order.
- Quotes are being generated for the valve replacement project at the North Plant to increase chlorine dosing and improve membrane life and backwash cycles.
- If Fluoride is removed from the treatment process the communities served should be notified.
- Canal shutdown is scheduled for January 16-20. Dry Creek will be pumped during that time.

Rick provided the board with job descriptions for a Plant Superintendent and Chief Operator.

# Agenda Item Summary

Little Thompson Water District

Date: January 19, 2023

Item: 6.8

Staff: Amber Kauffman, District Manager

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

**Staff Recommendation:** Informational only

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**Discussion:**

The St. Vrain Water Authority meeting for January 9 was cancelled. Below is a summary of updates that were announced by Dave Lindsay, board secretary.

1. We got some comments from the fire department right before Christmas that will require us to make some changes in the order in which we are completing some of the final tasks. This required rescheduling several of the subs and suppliers for the Startup and Testing and it looks like it is setting us back about a month.
2. I have resurrected our year-old initial foray into all of the various insurance policies we need (especially for the buildings and equipment). I filled out the paperwork and submitted to them and should be getting quotes back by the end of the month.
3. The on-site IT equipment installation was started this week. They are completing the phone/data cabling patch panel today and we now have a plan for the installation of the wireless access ports throughout the building. CorKat should be in next week to install our on-site firewall and then we should have internet access. CorKat has spun up the offsite hosting hardware and are installing software. I need to send them some information on persons accessing the network so they can establish permissions. That should go out to them tomorrow too.
4. I had previously sent the phone consultant we had agreed to use a contract but never heard back and believe it was during the period when our Authority email addresses were malfunctioning, so I am getting back in touch with him next week to get that organized and ready for Board action.
5. I am working on 2 agreements with a company called Frontier Fire. They designed and built the fire alarm and fire sprinkler system for the building. They also provide a couple of services we need. Our alarm system uses a radio transmitter, and the fire department requires we hire a third party to monitor that system. Frontier provides that as a service, so I have them getting us a proposal. We also need someone that can come in annually and inspect our fire extinguishers, service/replace them as necessary, and then certify them. Frontier also provides this service and is getting a proposal together for us.
6. I have prepared a subdivision plat that will be submitted to the Town of Firestone that creates the lot that encompasses the water plant and associated facilities. That plat is being submitted to Firestone the week of January 9.



# Agenda Item Summary

Little Thompson Water District

Date: January 19, 2023

Item: 6.9

Staff: Amber Kauffman, District Manager

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**Subject:** Windy Gap Firming Project

**Staff Recommendation:** Informational only

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**Discussion:**

Colorado River Connectivity Channel (CRCC) – Work has ceased for the winter on the channel. Work will begin again in May.

Chimney Hollow –The contractor took a holiday break from December 22 to January 3. The main dam foundation earthworks is nearly 85% complete, the plinth approximately 77% complete, grouting is approximately 40% complete, and the tunnel works for the inlet and outlet tunnel is about 35% complete. Based on the projected cash flow curve, the contractor will be making significant headway in the next year on the dam construction. Northern expects to see an increase in the employees on site as well as a significant height increase in the dam from 52 feet to nearly 180 feet.

There was a left abutment rockslide that occurred in early December. There were no injuries; however the area needed to be redesigned and additional costs are expected for alterations in the slide area grades that require nearly 30,000 cubic yards of material excavation and some additional drains and rock anchors.

The downstream tunnel will be undergoing shaping for the next several months and the upstream tunnelling will start in a few months.



The Carter Lake Interconnect will require an 84-day outage starting February 21<sup>st</sup>. During this time, water deliveries from the west slope to Carter Lake will not be possible, all east slope deliveries will need to be diverted to Horsetooth Reservoir. Work ahead of this outage includes installation of a valve vault which is on schedule.



The contractor has provided a claim notice for Grout Curtain Delays and Zone 4 Swell Factors. The grout curtain delays are subject to a claim of \$1.7M and 23 compensable days due to the recommendation by the Engineer to extend the grout curtain deeper into the bedrock. The Zone 4 swell factors claim notice is for up to \$23M and 124 compensable days. The claim is causing a need to evaluate testing programs to confirm the assumptions prior to negotiating the claim.

WGFP Enhancement Donor Fund Advisory Committee - The Advisory Committee received proposals from 6 groups. The Committee reviewed the proposals with the intent to award projects in January. The total funding for the year is anticipated to equal approximately \$1.5 million. The current funds available are from the settlement case and total \$5 million.

WGFP Mitigation Enhancements - (No change) Northern is hoping to have a feasibility level cost estimate for improvements to include nitrogen removal at the Frasier wastewater plant, a relocated discharge for the Granby wastewater plant, and reducing nutrient rich runoff from the C Lazy U Ranch. We hope to have the cost estimates for these three projects in the first quarter of 2023.

**Agenda Item Summary**  
Little Thompson Water District

Date: January 19, 2023

Item: 6.10

Staff: Amber Kauffman, District Manager

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**Subject:** Designation of District Public Posting Places – Resolution 2023-1:

- (1) Designation of the District's Public Posting Places.
- (2) Designation of "official" Posting Place for 24-hour (agenda) Notice of District Meetings.

**Staff Recommendation:** Staff recommends approval authorizing the Board President and Secretary to complete the documents required to designate Public Posting Places as listed on Resolution 2023-1.

---

**Discussion:** The Colorado Revised Statutes require the Public Place or Places for posting our meeting notices and the "official Posting Place for 24-hour (agenda) Notice of District Meetings be designated annually at the first regular meeting of each calendar year through the adoption of a Resolution.

- (1) There are no recommended changes to our posting places, which are as follows:
  - County Court Houses of Larimer, Weld, and Boulder Counties.
  - District Office at 835 East Highway 56, Berthoud, Colorado.
  - Town Halls in Berthoud, Firestone, Johnstown, Mead, and Milliken, and the City of Loveland, Colorado.
  - Masonville Post Office.
- (2) The District website, ltwd.org, be designated the Posting Place for the 24-hour (agenda) Notice of District Meetings per Colorado House Bill 19-1087.

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

**RESOLUTION 2023-1**

**A RESOLUTION TO DESIGNATING PUBLIC POSTING PLACES**

**WHEREAS** Section 24-6-402(2)(c) of the Colorado Revised Statutes requires any meetings at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or at which a majority or quorum of the body is in attendance, or is expected be in attendance, shall be held only after full and timely notice to the public; and

**WHEREAS** a local public body shall be deemed to have given full and timely notice if the notice of the meeting is posted in a designated public place within the boundaries of the local public body no less than seventy-two hours prior to the holding of the meeting; and

**WHEREAS** the public places for posting such notice shall be designated annually at the local public body's first regular meeting of each calendar year.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LITTLE THOMPSON WATER DISTRICT, COLORADO:**

- 1) That the Posting Places for Meeting Notices shall be as follows
  - a. County Court Houses of Larimer, Weld, and Boulder Counties.
  - b. District Office at 835 East Highway 56 Berthoud, Colorado.
  - c. Town Halls of Berthoud, Firestone, Johnstown, Mead, and Milliken, and the City of Loveland, Colorado.
  - d. Masonville Post Office.
- 2) The District website, ltwd.org, shall be designated the Posting Place for the 24-hour (agenda) Notice of District Meetings, per Colorado House Bill 19-1087.

**ADOPTED THIS 19<sup>TH</sup> DAY OF JANUARY 2023.**

\_\_\_\_\_  
President

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

# Agenda Item Summary

Little Thompson Water District

Date: January 19, 2023

Item: 6.11

Staff: Amber Kauffman, District Manager

---

**Subject:** Action Item District Election – Resolution 2023-2

**Staff Recommendation:** Staff recommends approval authorizing the Board President and Secretary to complete the documents required to conduct the 2023 Regular District Election.

---

**Discussion:** The election process is initiated by Board adoption of an Election Resolution. Following are two versions of Resolution 2023-2. The first version has the option for a Polling Place Election. The second version has the option for a Mail Ballot Election.

For reference Staff budgeted \$10,000 for a Polling Place Election. A 2022 ballpark figure to print and mail ballots for a Mail Ballot Election was \$35,000.

**POLLING PLACE ELECTION RESOLUTION FOR  
2023 REGULAR DISTRICT ELECTION  
LITTLE THOMPSON WATER DISTRICT  
RESOLUTION NO. 2023-2**

§32-1-804, §1-13.5, C.R.S.

WHEREAS, the terms of office of Directors for Ward 3, Ward 4, Ward 5, and Ward shall expire after their successors are elected at the regular special District election to be held on May 2, 2023, ("Election") and take office; and

WHEREAS, in accordance with the provisions of the Special District Act ("Act") and the Colorado Local Government Election Code ("Code"), the Election must be conducted to elect 3 Directors to serve for a term of four (4) years and 1 Director to serve for a term of one (1) year; and

NOW, THEREFORE, be it resolved by the Board of Directors of the Little Thompson Water District in the Counties of Boulder, Larimer, and Weld, State of Colorado that:

1. The regular election of the eligible electors of the District shall be held on May 2, 2023, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, TABOR, and other applicable laws. At the time, 3 Directors will be elected to serve a four-year term and 1 Director will be elected to serve a one-year term.
2. There shall be 1 polling place at the following location: 835 East State Highway 56, Berthoud, Colorado 80537, situated in the County of Larimer, State of Colorado. The polling place located at 835 East State Highway 56, Berthoud, Colorado 80537 shall also be the polling place for disabled electors and for eligible electors not residing within the District. If the Designated Election Official deems it to be more expedient for the convenience of the eligible electors of the District (who are also eligible electors in other special districts with overlapping boundaries which are conducting elections on the Election day), the Election may be held jointly with such special districts in accordance with coordinated election procedures as set forth in an agreement between all participating special districts. In such an event, the election precincts and polling places shall be as set forth in such agreement. The Designated Election Official (DEO) is authorized to execute such agreement on behalf of the District, which agreement shall include provisions for the allocation of responsibilities for the conduct and reasonable sharing of costs of the coordinated Election.
3. Applications for absentee ballots may be filed with the DEO at the address indicated on the Call for Nominations, no later than the close of business on the Tuesday immediately preceding the election day (April 25, 2023).
4. The DEOs of local governments with overlapping boundaries that hold elections the same day by polling place must meet, confer, and thereafter, if practical, hold such elections in a manner that permits an elector in the overlapping area to vote in all of such elections at one polling place. If applicable, the DEO is authorized to enter into an intergovernmental agreement with such local governments on behalf of the District concerning the election procedures and any cost sharing associated with coordinating the use of one polling place.

5. Self-Nomination and Acceptance forms are available at the DEO's office located at the above address. All candidates must file a Self-Nomination and Acceptance form with the DEO no earlier than January 1, 2023, nor later than the close of business (4:00 p.m.) on Friday, February 24, 2023.
6. If the only matter before the electors is the election of Directors of the District and if, at the close of business on February 28, 2023, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than February 27, 2023, the DEO shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code. The Notice and this resolution, signed by the Board Chair, shall be filed with the Division of Local Government.
7. Pursuant to Section 1-11-203.5, C.R.S., any election contest arising out of a ballot question election concerning the order of the ballot or the form or content of the ballot title shall be commenced by petition filed with the proper court within five (5) days after the title of the ballot question is set.
8. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.
9. Any and all actions previously taken by the DEO or the Secretary of the Board of Directors or any other persons acting on their behalf pursuant to the Act, the Code or other applicable laws, are hereby ratified and confirmed.
10. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.
11. The provisions of this Resolution shall take effect immediately.

ADOPTED AND APPROVED this 19th day of January 2023.

LITTLE THOMPSON WATER DISTRICT

By \_\_\_\_\_  
Chairman

ATTEST:

By \_\_\_\_\_  
Secretary

**MAIL BALLOT ELECTION RESOLUTION FOR  
2023 REGULAR DISTRICT ELECTION  
LITTLE THOMPSON WATER DISTRICT  
RESOLUTION NO. 2023-2**

§32-1-804, §1-13.5, C.R.S.

WHEREAS, the terms of office of Directors for Ward 3, Ward 4, Ward 5, and Ward shall expire after their successors are elected at the regular special District election to be held on May 2, 2023, (“Election”) and take office; and

WHEREAS, in accordance with the provisions of the Special District Act (“Act”) and the Colorado Local Government Election Code (“Code”), the Election must be conducted to elect 3 Directors to serve for a term of four (4) years and 1 Director to serve for a term of one (1) year; and

NOW, THEREFORE, be it resolved by the Board of Directors of the Little Thompson Water District in the Counties of Boulder, Larimer, and Weld, State of Colorado that:

1. The regular election of the eligible electors of the District shall be held on May 2, 2023, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, TABOR, and other applicable laws. At the time, 3 Directors will be elected to serve a four-year term and 1 Director will be elected to serve a one-year term
2. The Election shall be conducted as a mail ballot election in accordance with all relevant provisions of the Code. The Designated Election Official (DEO) shall develop a Plan for conducting the mail ballot Election, which will be made available to the public. There shall be no election precinct or polling place. All mail ballots shall be returned to the DEO’s office.
3. If other special districts with overlapping boundaries of the District are conducting ballot issue elections on the Election day, the District is required to enter into an intergovernmental agreement with such special districts concerning the preparation and mailing of the TABOR Notice to the active registered electors within the overlapping area. The DEO is authorized to enter into such agreement on behalf of the District.
4. Self-Nomination and Acceptance forms are available at the DEO’s office located at 835 East State Highway 56, Berthoud, Colorado 80537. All candidates must file a Self-Nomination and Acceptance form with the DEO no earlier than January 1, 2023, nor later than the close of business (4:00 p.m.) on Friday, February 24, 2023.
5. If the ballot question/ballot issue is withdrawn, and the only matter before the electors is the election of Directors of the District and if, at the close of business on February 28, 2023, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than February 27, 2023, the DEO shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code. The Notice and this resolution, signed by the board Chair, shall be filed with the Division of Local Government.



6. Pursuant to Section 1-11-203.5, C.R.S. (§1-13.5-1408(2)), any election contest arising out of a ballot issue or ballot question election concerning the order of the ballot or the form or content of the ballot title shall be commenced by petition filed with the proper court within five (5) days after the title of the ballot issue or ballot question is set.
7. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.
8. Any and all actions previously taken by the DEO or the Secretary of the Board of Directors or any other persons acting on their behalf pursuant to the Act, the Code or other applicable laws, are hereby ratified and confirmed.
9. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.
10. The provisions of this Resolution shall take effect immediately.

ADOPTED AND APPROVED this 19<sup>th</sup> day of January 2023.

LITTLE THOMPSON WATER DISTRICT

By \_\_\_\_\_  
Chairman

ATTEST:

By \_\_\_\_\_  
Secretary

# Agenda Item Summary

Little Thompson Water District

Date: January 19, 2023

Item: 6.12 Public Hearing Action Item

Staff: Judy O'Malley, Administrative Assistant

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**Subject:** LTWD Boulder County Inclusions – Resolution 2023-3  
LTWD Larimer County Inclusions – Resolution 2023-4  
LTWD Larimer County Exclusions – Resolution 2023-5  
LTWD Weld County Exclusions – Resolution 2023-6

**Staff Recommendation:** Staff recommends approval authorizing the Board President and Secretary to complete the documents required to include and exclude the properties, as listed below, to 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 2023-3**

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: Laura H. Priess & Michael W. Priess  
Parcel Number: 120509001004  
Property Address: 9766 Meadow Ridge Ln., Longmont, CO 80504  
Legal Description: LOT 4 BLK 4 MEADOW GREEN FARM NUPUD AMENDED, COUNTY OF BOULDER, 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 January 19, 2023."

\_\_\_\_\_  
President

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

[SEAL]



# LTWD INCLUSION: LAURA & MICHAEL PRIESS



0 125 250 500 US Feet  
1:8,400  
1in = 700ft

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IMEG Corp(888.453.4471)  
Breckenridge, CO

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

**RESOLUTION 2023-4**

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: Ryan M. Dardano  
Parcel Number: 9432000020  
Property Address: 3439 W. County Rd. 4, Berthoud, CO 80513  
Legal Description: BEG AT PT ON N LN NE 1/4 32-4-69 FROM WH N 1/4 COR BEARS S 89 20' W 331.5 FT, S 0 3' W 660.02 FT, N 89 20' E 331.5 FT, N 0 33' E 660.02 FT TO PT ON N LN NE 1/4, S 89 20' W ALG SD N LN 331.5 FT M/L TP, COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Samuel Wilson Johnson  
Parcel Number: 9535405011  
Property Address: 212 35<sup>th</sup> St SW, Loveland, CO 80537  
Legal Description: LOT 11, CLOVERDALE ACRES, 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 January 19, 2023."

\_\_\_\_\_  
President

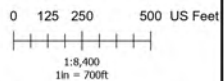
Attest: \_\_\_\_\_  
Secretary

[SEAL]



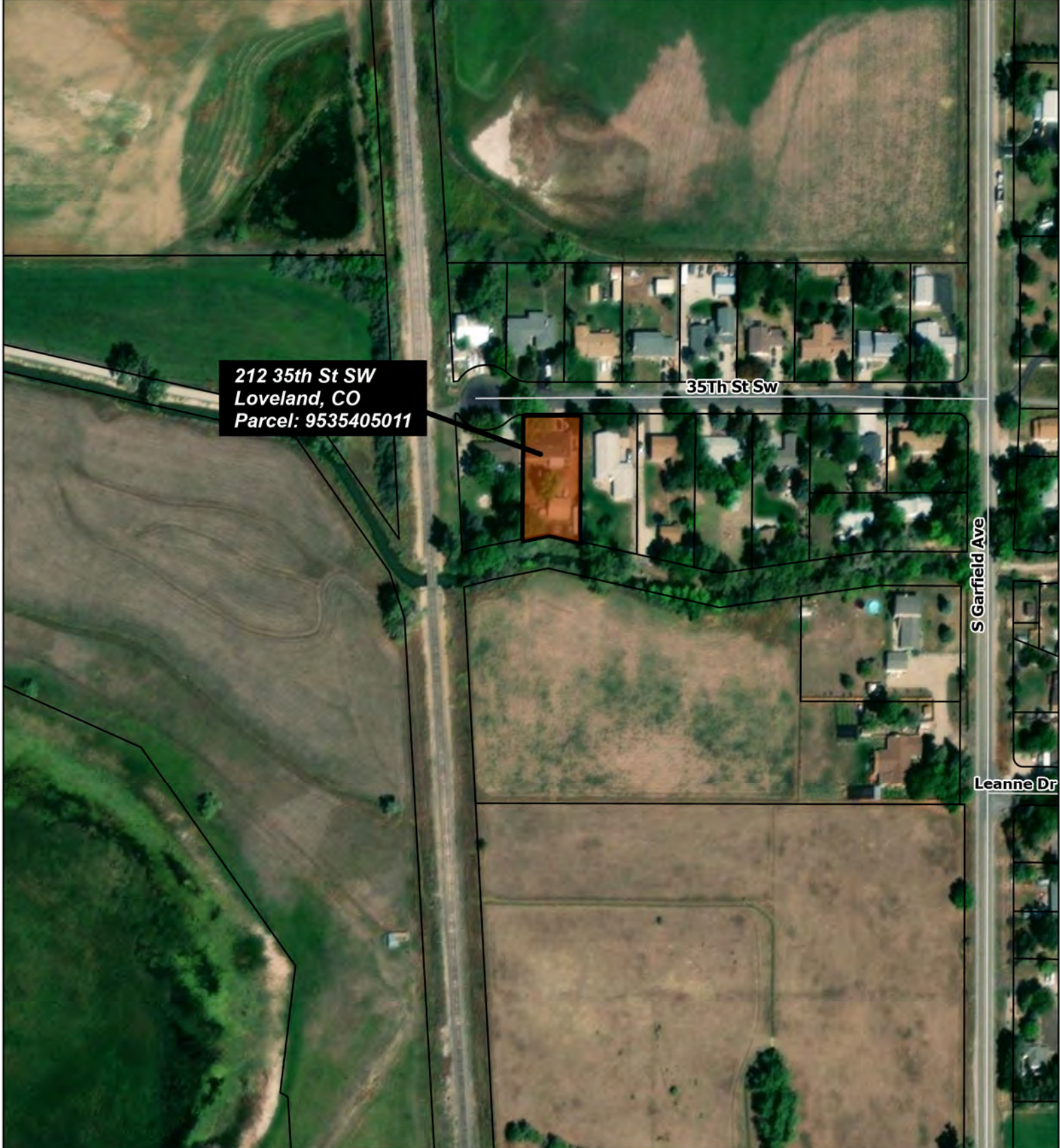


# LTWD INCLUSION: RYAN DARDANO



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IMEG Corp(888.453.4471)  
Breckenridge, CO





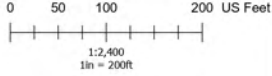
**212 35th St SW  
Loveland, CO  
Parcel: 9535405011**

**35th St Sw**

**S Garfield Ave**

**Leanne Dr**

# **LTWD INCLUSION: SAMUEL JOHNSON**



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Breckenridge, CO

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

**RESOLUTION 2023-5**

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: Schuman Companies, A Colorado Corp.  
Parcel Number: 8510005001  
Property Address: 5661 McWhinney Blvd., Loveland, CO 80538  
Legal Description: LOT1, BLOCK 1, MCWHINNEY ADD, LOV, COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Schuman Companies, A Colorado Corp.  
Parcel Number: 8510005001  
Property Address: 5721 McWhinney Blvd., Loveland, CO 80537  
Legal Description: LOT 1, BLK 1, MCWHINNEY ADD, LOV, COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Schuman Companies, A Colorado Corp.  
Parcel Number: 8510008001  
Property Address: 5837 McWhinney Blvd., Loveland, CO 80537  
Legal Description: LOT 1, BLK 1, MCWHINNEY FIRST SUB, AMNDED PLAT NO 1, LOV (20160024629), COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Malia Wetcher & Charles Hurst  
Parcel Number: 9525206012  
Property Address: 117 Sierra Vista Dr, Loveland, CO 80537  
Legal Description: BEG AT NW COR LOT 4, SIERRA VISTA TERRACES, TH S 00 07' 00" W 30 FT; TH N 84 23' 00" E 167.27 FT TO E LN SD LOT 4; TH N 07 03' 00" W 29.90 FT TO NE COR SD LOT 4; TH ON CUR L, RAD 347.91 FT, L/C N 11 09' 00" W 54.94 FT; T, COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Yousaf Properties LLC  
Parcel Number: 9422000005  
Property Address: 437 Meadowlark Dr., Berthoud, CO 80513  
Legal Description: COM AT PT WH BEARS S 11 51' E 265.3 FT FROM N 1/4 COR 22-4-69, N 20' W 208 FT, N 88 43' E 208 FT, ON 10 CUR L, 300 FT ALG RD R/W TPOB, SD TR CONT 4/10 AC M/L; BER, 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 January 19, 2023."

\_\_\_\_\_  
President

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

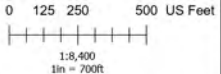
[SEAL]





**5661 McWhinney Blvd  
 Loveland, CO  
 Parcel: 8510005001**

# LTWD EXCLUSION: SCHUMAN COMPANIES



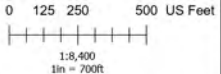
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 Breckenridge, CO





**5721 McWhinney Blvd  
 Loveland, CO  
 Parcel: 8510005001**

# LTWD EXCLUSION: SCHUMAN COMPANIES



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5837 McWhinney Blvd  
Loveland, CO  
Parcel: 8510008001



# LTWD EXCLUSION: SCHUMAN COMPANIES



0 50 100 200 US Feet  
1:2,400  
1in = 200ft

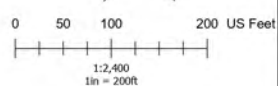
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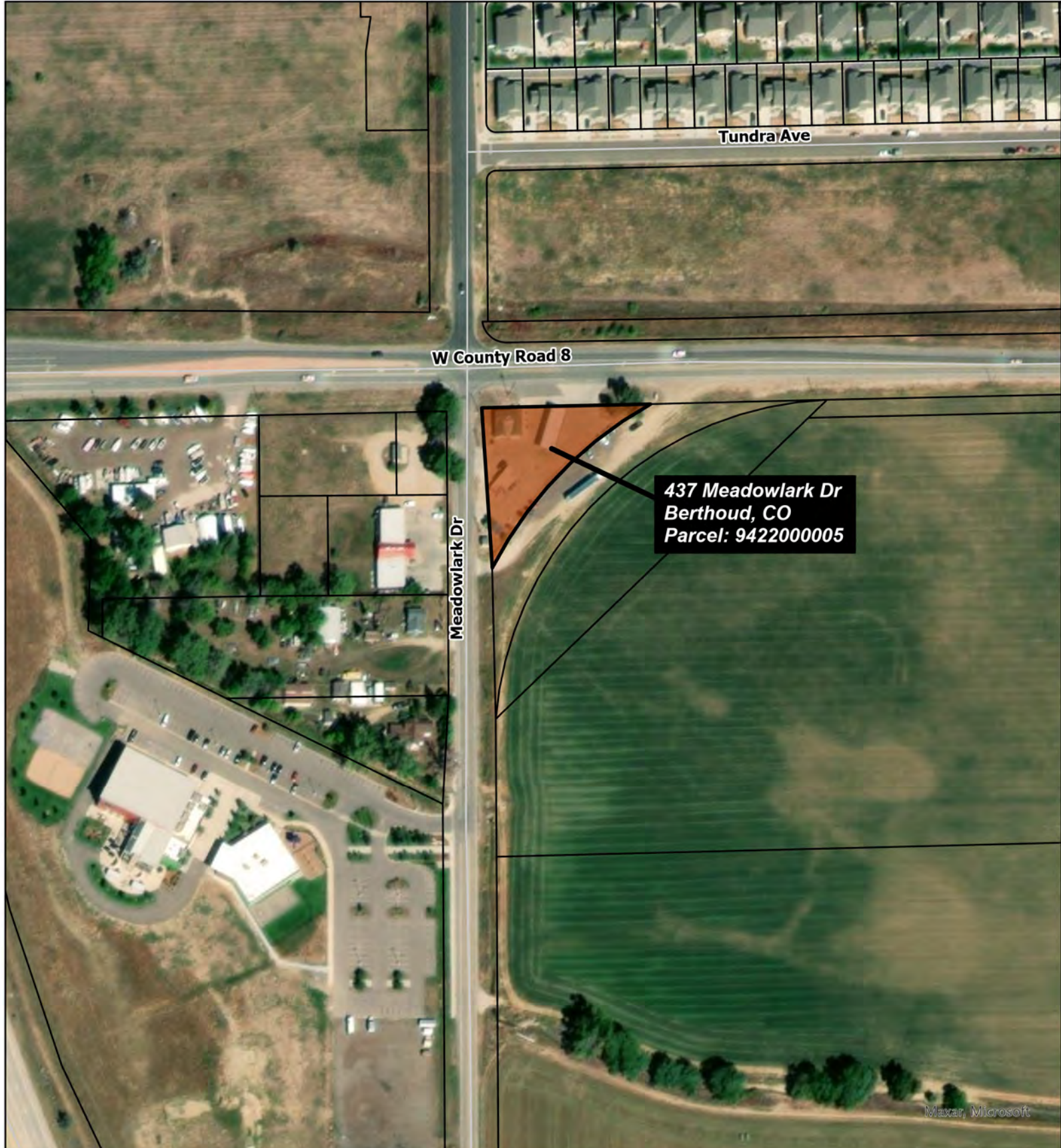
**117 Sierra Vista Dr  
Loveland, CO  
Parcel: 9525206012**

# LTWD EXCLUSION: MALIA/ CHARLES WETCHER/ HURST

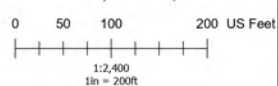


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# LTWD EXCLUSION: YOUSAF PROPERTIES



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Breckenridge, CO

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

**RESOLUTION 2023-6**

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: Ledge Rock Center LLC  
Parcel Number: 106111100009  
Property Address: N/A  
Legal Description: PT NE4 11 4 68 PT LOT B REC EXEMPT RE-2092 COMM SW COR LOT B N00D26W 1333.97 TPOB N00D26W 1285.42 S89D50E 905.22 S00D09W 12.82 THENCE ALNG CURVE R (R=350.79 CH=S74D01E 50.17) THENCE ALNG CURVE R (R=888.38 CH=S67D31E 86.36) S65D14E 65.45 THENCE ALNG CURVE L (R=300.68 CH=S69D44E 55.78) S76D41E 65.78 THENCE ALNG CURVE L (R=406.56 CH=S78D05E 17.40) S00D26E 859.21 S11D14W 380.83 S28D50W 80 N61D09W 248.67 THENCE ALNG CURVE L (R=250 CH=N75D47W 126.36) S89D33W 769.64 TO POB, COUNTY OF WELD, STATE OF COLORADO

Property Owner: Ledge Rock Center LLC  
Parcel Number: 106111100010  
Property Address: N/A  
Legal Description: PT NE4 11 4 68 PT LOT B REC EXEMPT RE-2092 COMM SW COR LOT B N00D26W 1333.97 N89D33E 769.64 THENCE ALNG CURVE R (R=250 CH=S82D52E 65.87) S00D26E 1318.38 S89D05W 834.97 TO POB, COUNTY OF WELD, STATE OF COLORADO

Property Owner: Ledge Rock Center LLC  
Parcel Number: 106111100011  
Property Address: N/A  
Legal Description: PT NE4 11 4 68 PT LOT B REC EXEMPT RE-2092 COMM SW COR LOT B N42D46E 1619.52 TPOB N28D50E 80 N11D14E 380.83 N00D26W 859.21 THENCE ALNG CURVE L (R=406.56 CH=S81D47E 34.93) S82D18E 72.95 THENCE ALNG CURVE R (R=456.82 CH=S76D56E 81.30) S70D19E 40.88 THENCE ALNG CURVE R (R=275.76 CH=S59D44E 74.96) THENCE ALNG CURVE R (R=926.26 CH=S50D31E 72.03) S47D51E 65.46 THENCE ALNG CURVE L (R=742.26 CH=S52D02E 111.14) S60D31E 39.49 S60D33E 50.17 THENCE ALNG CURVE L (R=170.43 CH=S64D29E 28.36) S69D03E 21.67 THENCE ALNG CURVE L (R=209.92 CH=S72D33E 31.19) S78D36E 150.86 THENCE ALNG CURVE L (R=255.94 CH=S82D44E 69.39) S00D23E 379.44 THENCE ALNG CURVE R (R=18 CH=S05D25W 3.65) S11D14W 779.61 THENCE ALNG CURVE R (R=25 CH=S50D25W 31.59) S00D23E 80 S89D36W 129.98 THENCE ALNG CURVE R (R=410 CH=N75D46W 206.95) N61D09W 517.89 TO POB, COUNTY OF WELD, STATE OF COLORADO

Property Owner: Ledge Rock Center LLC  
Parcel Number: 106111100012  
Property Address: N/A  
Legal Description: PT NE4 11 4 68 PT LOT B REC EXEMPT RE-2092 COMM SE COR LOT B S89D05W 1817.38 N00D26W 1318.38 THENCE ALNG CURVE R (R=250 CH=S68D13E 61.52) S61D09E 766.56 THENCE ALNG CURVE L (R=410 CH=S75D46E 206.95) N89D36E 892.11 S00D23E 852.22 TO POB ALSO COMM SE COR LOT B N00D23W 852.22 TPOB S89D36W 762.13 N00D23W 80 THENCE ALNG CURVE L (R=25 CH=N50D25E 31.59) N11D14E 779.61 THENCE ALNG CURVE L (R=18 CH=N05D25E 3.65) N00D23W 379.44 THENCE ALNG CURVE L (R=255.94 CH=N66D19E 201.12) N40D52E 302.80 THENCE ALNG CURVE R (R=260.33 CH=N42D36E 46.59) N49D50E 127.53 THENCE ALNG CURVE R (R=646.96 N55D44E 79.15) S00D23E 1713.41 TPOB, COUNTY OF WELD, STATE OF COLORADO

Property Owner: Ledge Rock Center LLC  
Parcel Number: 106111200022  
Property Address: 4826 W. South 1<sup>st</sup> St., Johnstown, CO 80534  
Legal Description: JOH PT NE4 11-4-68 (RIDGEVIEW RANCH ANNEX) LOT A REC EXEMPT RE-2092 (.63R),  
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 January 19, 2023."

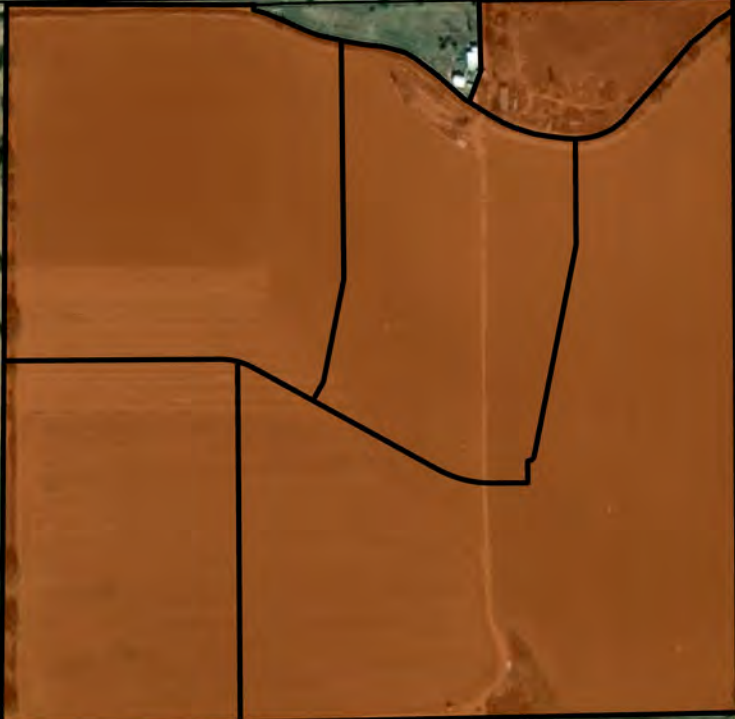
\_\_\_\_\_  
President

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

[SEAL]

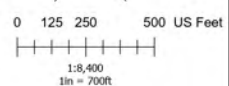


**Ledge Rock Center LLC**  
Parcel: 106111200022  
Parcel: 106111100009  
Parcel: 106111100010  
Parcel: 106111100011  
Parcel: 106111100012



Maxar, Microsoft

# LTWD EXCLUSION: LEDGE ROCK CENTER LLC





# Agenda Item Summary

## Little Thompson Water District

Date: January 19, 2023

Item: 6.13 Memorandum of Understanding Concerning Regional Return Flow Replacement Coordination for the Big Thompson and Little Thompson River Basins

Staff: Nancy Koch, Water Resources Manager

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**Staff Recommendation:** For Information.

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### **Discussion:**

The District, the City of Loveland, the Town of Berthoud and the Town of Johnstown all have shares of agricultural water that they are changing the use of in Water Court. As part of any change of use case, the applicant must prove that its use of the water shares will not injure the water rights of others in the basin. Therefore, the applicants must replace the water that was historically used on the farm and returned to the river, either through surface runoff or through the groundwater, in time, location and amount referred to as return flow obligations (RFO).

The District, Loveland, Berthoud, and Johnstown all have RFO that must be returned to the Big and Little Thompson Rivers in multiple locations throughout the year. Each entity has different water supplies/structures that can be returned to the rivers to meet the RFO. However, the return flow replacement water for each entity may not be available in the time or location that entity needs but another entity may have RFO replacement water in a location and in excess of its own needs that would help the other entity settle its change of use case.

The entities have been meeting for over a year and are working towards an agreement to lease or trade replacement water to the benefit of all.

# Agenda Item Summary

Little Thompson Water District

Date: January 19, 2023

Item: 7.1

Staff: Amber Kauffman, District Manager

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**Subject:** District Manager's Report.

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## **Regional Water Strat-Op Update**

I attended an all-day Regional Water Preservation retreat in Windsor on Friday December 2 as part of the next phase of the Regional Water Strat-Op project. The group talked about the needs and the potential solutions for trying to keep the native waters in Northern Colorado in Northern Colorado and other opportunities. The next meeting is Tuesday, January 31.

## **Marketing Support**

Hopefully you were able to chat with a representative from WildRock, our new marketing firm. We anticipate having more information on their interviews and their audit of our website and social media soon.

## **Staffing**

We have posted the positions of Water Resources Technician and Business Project Manager (for my assistant) and have had some applicants. We also anticipate advertising the position for a GIS Specialist soon.

## **Colorado Water Congress**

Amanda and I are planning on attending the Colorado Water Congress Annual Meeting in Aurora January 25-27. Many leaders in the water industry attend this event and the agenda is timely with conservation, Colorado's water strategy, limited water supply, and water policy.

## **Other Agreements**

Significant time has been spent on reviewing/redlining agreements with Brookfield by staff and consultants. We continue to make progress, albeit slow, as there are a significant number of agreements that required modification as the development changed and the Windy Gap Allotment Contract with Northern Water was created. The goal is to have the modified agreement in front of the board before the end of the second quarter.

We are waiting on feedback from Aurora Organic Dairy on our proposed agreements with them tied to water dedication and waterline construction.

I have reached out to Matt LeCerf, Town Manager for Johnstown, to make progress on our IGA.

# Agenda Item Summary

Little Thompson Water District

Date: January 19, 2023

Item: 7.2 Business Manager's Report

Staff: Angela Diekhoff-Business Manager

---

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

**Staff Recommendation:** For Information.

---

**Discussion:**

**Office Update:**

Low-income assistance- I have asked Judy to investigate low-income assistance so far this is what we have found:

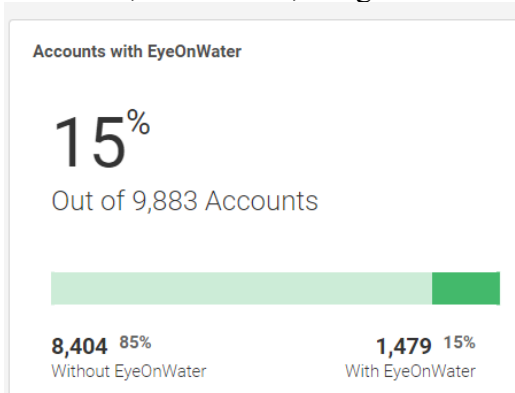
City of Loveland has a collection fund set up that customers can donate to. The City also budgets an amount into it yearly. From there they work with House of Neighborly Services, in which HNS sends in a voucher for a customer that needs assistance and the amount that HNS agrees on for payment. The City also has a place on their online payment service where a customer can go and send in a donation.

Our current payment collection of Xpress Bill Pay can setup a program also. A customer would have to log into the XBP and make a separate donation. They would not be able to make an extra donation or round up their payment in the same account as where they would normally go to pay their monthly water bill. XBP would charge LTWD a one-time setup fee of \$500 and then a monthly support fee of \$10 for the additional service.

Currently we do not have an easy answer on how our front staff could easily and efficiently be able to handle a customer who sends in a check payment by mail and that the payment is rounded up or an extra amount is added for a donation.

**Eye on Water:**

Total of 1,479 of the 1,158 goals for end of 2022. **GOAL MET!**



# Agenda Item Summary

## Little Thompson Water District

Date: January 19, 2023

Item: 7.3 District Engineer Report

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

**Subject:** January Board Meeting, Engineering Report.

**Staff Recommendation:** For Information.

**Discussion:**

COMMITMENT TO SERVE REQUESTS: 12 new tap requests for December, bringing the 2022 total to 5,011 (2021 TOTAL: 1,214).

2022 CAPITAL PROJECTS *FUNDED BY BOND PROCEEDS	PROJECT STATUS	BUDGETS TOTAL / 2022 / SPENT TO DATE
*WEST 1 <sup>ST</sup> STREET (#70-129-00000)	Project is complete except for a small area of sod replacement that will occur in the spring of 2023.	\$950,000/\$400,000/\$1,245,870 FINAL \$1,245,870
*NORTHEAST TRANSMISSION LINE (#70-137-00000)	CR Land Services has received favorable response from property owners regarding initial easements discussions. Easement offers expected to begin in the next several weeks.	\$5,400,000/\$3,000,000/\$253,158
*TWIN MOUNDS 5MG TANK REHAB (#70-138-00000)	Epoxy stripe coating of the interior walls are in progress.	\$1,650,000/\$825,000/\$1,665,431
*LOVELAND / CAMPION CONVERSION PROJECT #1 (#70-139-00000)	95 percent design drawings are in progress. Project costs are currently estimated at 3.1 million. Design to be complete in 2022 with construction beginning in 2023 and complete in 2024.	\$1,520,000/\$1,520,000/\$154,621
COUNTY ROAD IMPROVEMENTS (#70-100-00000)	Ongoing budget item driven by County Road improvement projects. Approx. \$95k has been earmarked for the design of 3 <sup>rd</sup> & Welker and LCR 8 & 21 waterline relocation projects.	\$200,000 / \$200,000 / \$34,898
SCADA IMROVEMENTS (#70-103-00000)	2022 SCADA ongoing capital improvement program. The equipment for a level and water quality monitoring system for Dry Creek Res. has been installed and commissioned. A second use flow monitoring system at Lakeside Canyon in Mead has been installed and commissioning is expected to begin in the next few weeks.	\$200,000 / \$200,000 / \$104,314
SMALL LINE IMPROVEMENTS (#70-121-00000)	Ongoing budget item to replace various small waterlines.	\$75,000 / \$75,000 / \$22,339

2022 CAPITAL PROJECTS		BUDGETS
*FUNDED BY BOND PROCEEDS	PROJECT STATUS	TOTAL / 2022 / SPENT TO DATE
<b>54 BRIDGE WATERLINE RELOCATION</b> (#70-142-00000) (PASS THROUGH #1128)	Relocate approx. 1,250 ft. of 12-inch waterline to accommodate WCR 54 bridge widening at the Big Thompson River. Project costs will be reimbursed by Weld County. Design is at 30% and on hold until Weld County finalizes easements.	\$732,000 / \$732,000 / \$12,320
<b>DRY CREEK FLOATING PHOTOVOLTAIC FEASIBILITY STUDY</b> (#70-143-00000)	Evaluate feasibility of installing photovoltaic panels on Dry Creek Res. for hydrogen production.	\$35,000 / \$35,000 / \$0
<b>BUCKHORN PUMP STATION</b> (#70-144-00000)	Complete.	\$42,000 / \$42,000 / \$15,202
<b>WATER SYSTEM MASTER PLAN UPDATE</b> (#53-400-00000)	The project is underway but delayed due to staff workload gathering additional data for the consultant.	\$150,000 / \$75,000 / \$2,154
<b>NON-POTABLE SYSTEM STUDY</b> (#53-400-00000)	Study to evaluate managing non-potable irrigation systems. Project was moved to 2022. Staff has since determined this study is no longer required.	\$45,000 / \$45,000 / \$0
<b>RAW WATER INFRASTRUCTURE</b> (#73-105-00000)	Engineering study & easement acquisition to capture & convey native waters for treatment. Develop request for proposal (RFP) for design services is the next step.	TBD / \$400,000 / \$7,586

**New Development Projects:** No New Development Projects for December

Active Development Name	Lots / type of development	Status
St. Acacius (aka Lakeside Canyon)	222 Residential	Final Acceptance for Phase 1A Issued. Phase 1B final acceptance is pending. Final acceptance of the 16-inch in WCR 28 has been issued.
The Highlands	225 Residential	Filing 2 is substantially complete and final acceptance is pending.
Range View Estates	75 Residential	Both offsite and onsite utilities are complete and final acceptance is pending. Non-potable irrigation system in review.
Barefoot Filing 4 Replat	28 Residential	Final acceptance pending.
Home Depot Distribution Center	Industrial/Commercial – Phase 1 of Postle Properties noted above	Initial acceptance complete, with final acceptance pending.
Horizon Hills Offsite	Offsite 16" waterline	Substantially complete with final acceptance pending.
Horizon Hills	269 Residential (modular)	Under construction
Red Barn	457 Residential	Under construction. Developer is proposing alternative phasing.
Postle Properties	7 Industrial/Commercial (301 acres)	Phase 1 under construction.
Gopher Gulch RV Park	145 RV spaces	Under construction.
Elevation 25 (Formerly Mann Farms)	7 Commercial	Phase 1 in acceptance testing.
Root Shoot Malting – Facility Expansion	Commercial	Under construction
Barefoot Offsite Ronald Reagan Phase 3	Offsite for Residential	Under construction.
Hawks Ridge Subdivision	120 Residential plus commercial	Design approved.
Mead Place	313 Residential, Multifamily & Commercial	Design approved.
Barefoot Filing 6	193 Residential	In design.
Waterfront	1,800 Residential plus Commercial	In design.
Raterink Lot 2	1 Commercial	No current activity.
Grand Meadow (aka Douthit)	400 Residential	In design.

Active Development Name	Lots / type of development	Status
Meadow Ridge	958 SFE - Residential & Commercial	In design. Non-potable system water supply plan, initial review complete.
Mead Village	96 Residential	Project from 2016 becoming active.
Turion - Revised	3,660 Residential plus commercial - total buildout.	1060 taps to be served by LTWD via Berthoud master meter, 2600 lots (aka Turion south) annexed into Mead served by LTWD direct and beginning entitlement process with Mead.
Schulz Property	Single Industrial Lot	Beginning entitlement process with Mead. Commitment letter issued.
Welker Farms	Originally 150 lot residential	Replat to Multi-Family being proposed to the Town of Mead.
Westridge PUD	1,000 Residential, Multifamily & Commercial	Beginning entitlement process. No current movement.
GCI Flex (Mead)	4 Lot Industrial	Beginning entitlement process. No current movement.
Buffalo Highlands	1269 Lot Residential Plus Commercial	Commitment letter issued. Beginning entitlement process with Mead.

**OTHER ENGINEERING & GIS ACTIVITIES**

1. Development construction and inspections have slowed due to weather.
2. Development review along with revisions to plans by developers remains active.
3. West I-25 Transmission Line CMAr proposals are due 1/26/2023. Final easement negotiations continue with approximately 80% complete. Condemnation proceedings are in progress for Lot 1 of Singletree Estates. Final negotiations are in progress for the remaining properties.
4. LCR 8 & 21 intersection infrastructure modifications design continues.
5. 3<sup>rd</sup> & Welker Waterline Replacement design continues.
6. Engagement in various CDOT activities near LTWD infrastructure along I-25 continues.

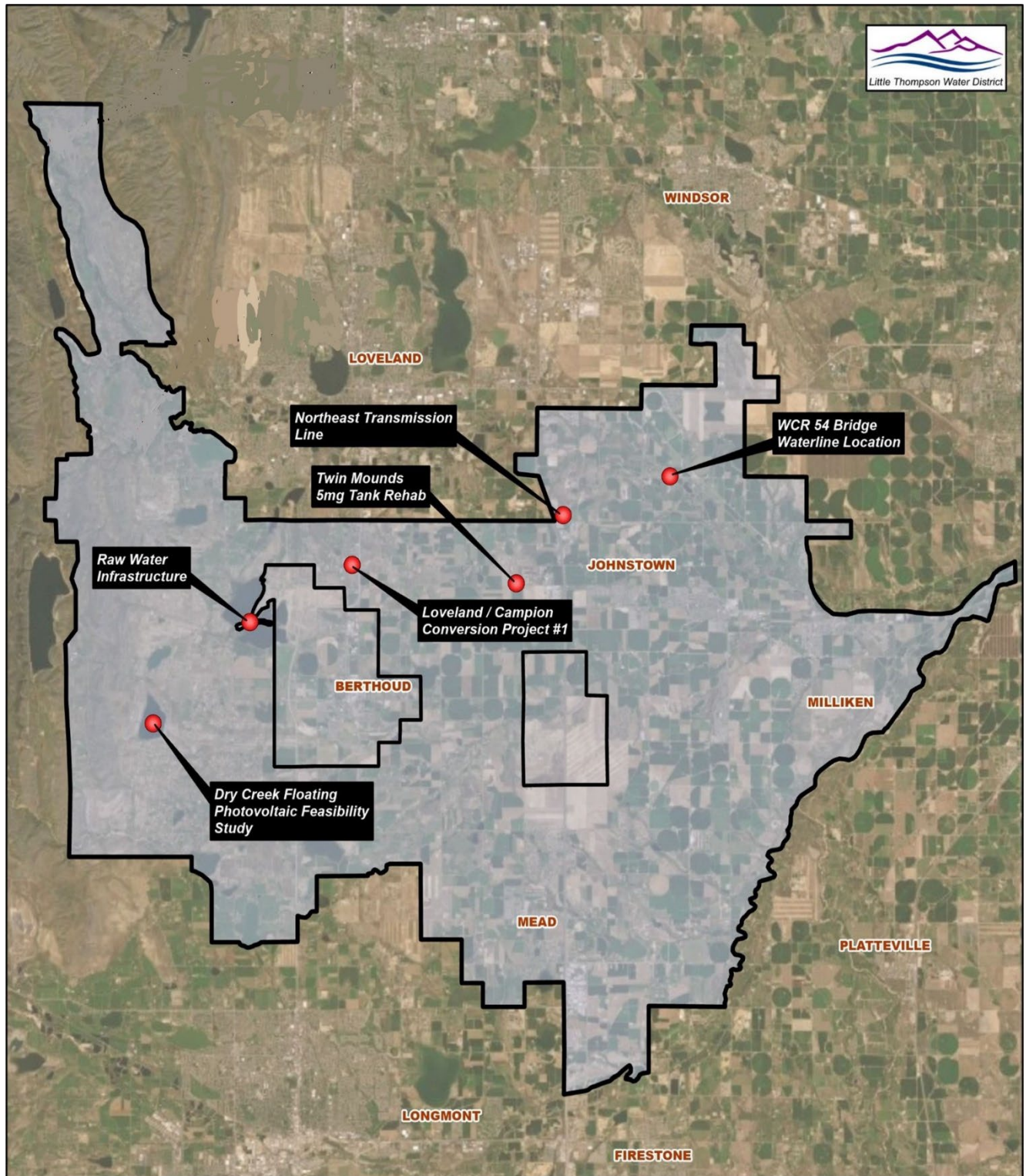
**TWIN MOUNDS 5MG TANK REHABILITATION PROGRESS UPDATE**

Interior epoxy stripe coating is in progress as temperatures allow. Epoxy requires 50 degrees F or higher for one week to reach full cure. The contractor has shifted focus to the exterior with blasting and priming which can be accomplished at temperatures as low as 20 degrees F. Heavy mill scale on the exterior is requiring extensive blasting efforts with the robotic blaster required to make two complete passes over the same area at minimum speed.





## 2023 LTWD Capital Improvement Project Locations



### **Additional District Wide CIPs:**

1. Water System Master Plan Update
2. Small Line Improvements
3. County Road Improvements
4. SCADA / Telemetry Improvements

# Agenda Item Summary

Little Thompson Water District

Date: January 19, 2022

Item: 7.4 Water Resources Managers Report

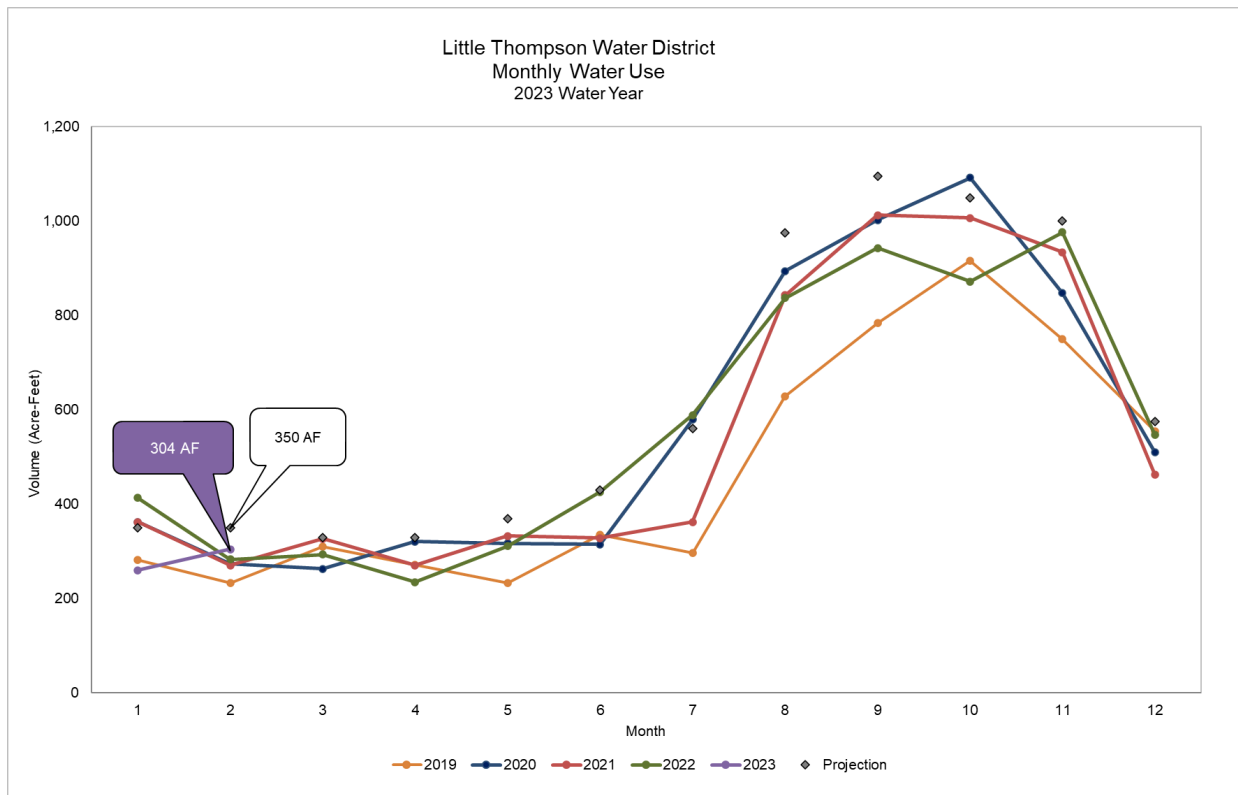
Staff: Nancy Koch, Water Resources Manager

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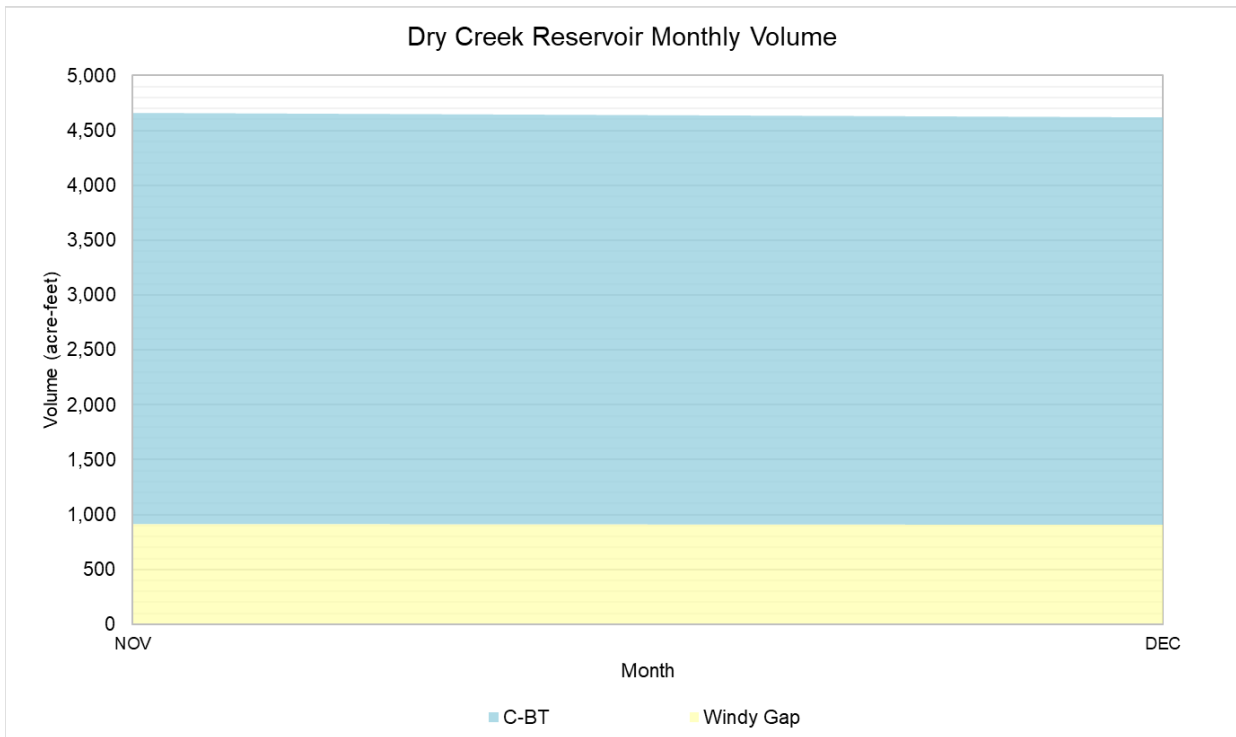
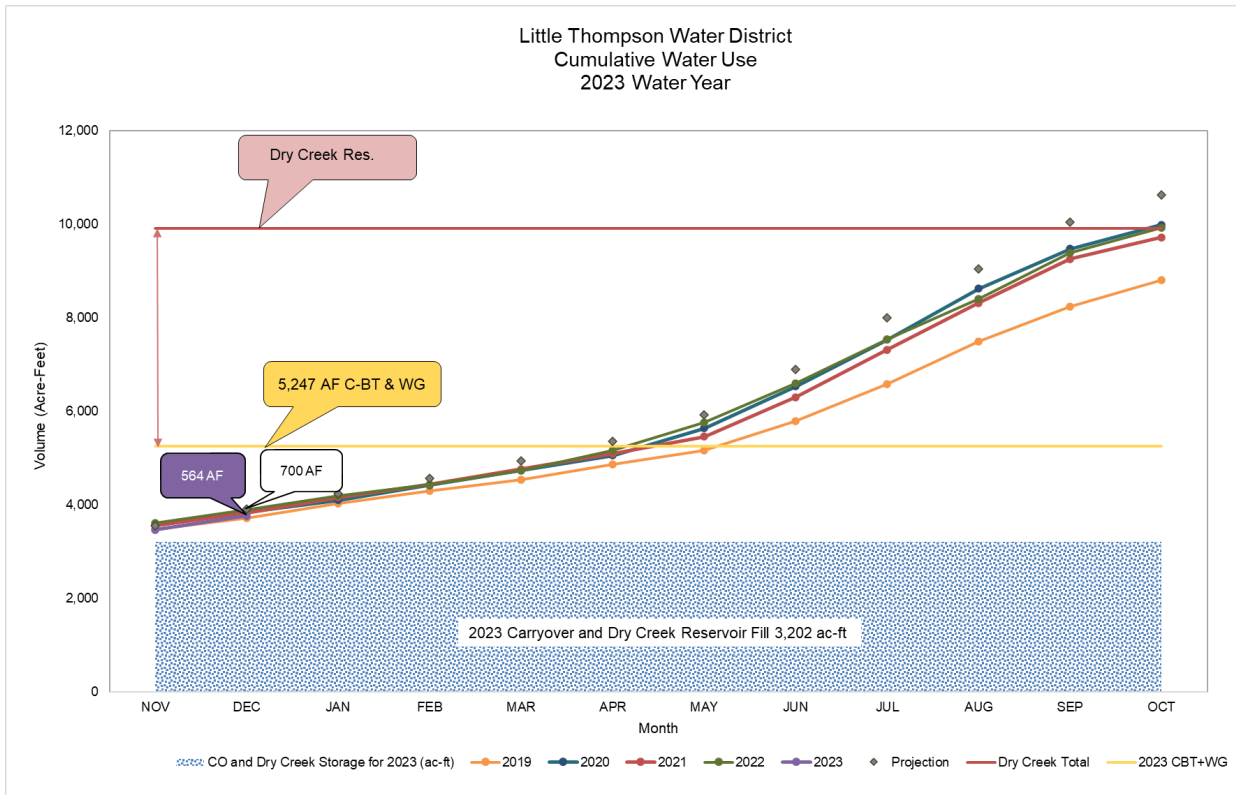
**Subject:** December Water Use

**Staff Recommendation:** Information Only

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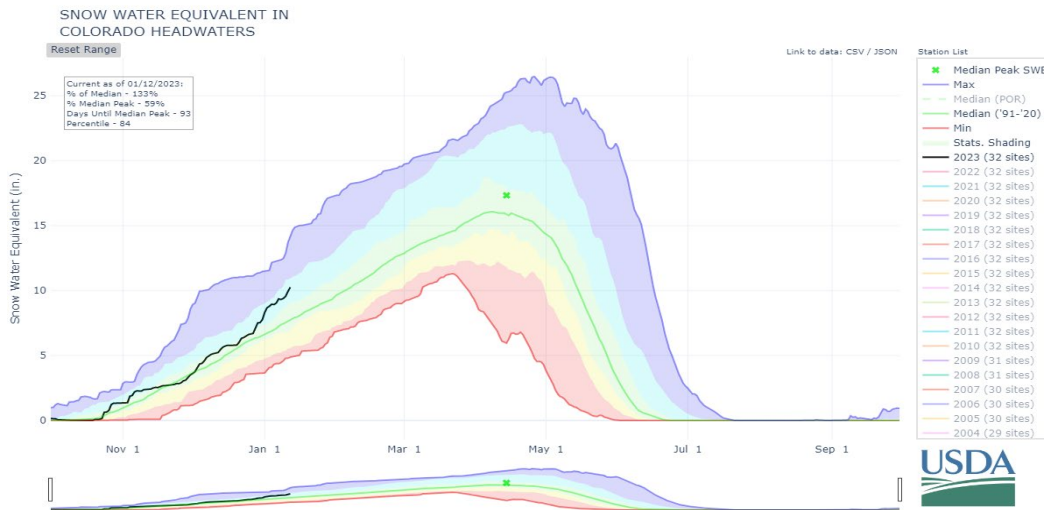


## Water Court Progress

Consolidated Home Supply	Handy Ditch Company
<b>January 2023</b> Discussions with objectors	<b>January 12, 2023</b> Handy signs Milestone Agreement
<b>February 1, 2023</b> Opposers 3 <sup>rd</sup> Round Comments Due	
<b>February 15, 2023</b> Status conference with Referee	
<b>March 31, 2023</b> Time Period with Water Referee ends- meeting with Water Judge soon after	

The District sent a letter of interest to the seller of the 3 Consolidated Home Supply shares staff brought to the Board last month. The seller has not yet made a decision.

## Snowpack Upper Colorado River



## Overusers Reduction Progress

	2021	2022
Total Taps Sold	489	264
Taps Upsized	0	4
Accessory Dwelling Water Dedication		4
Additional Water Allotment *	6	
Lease Water While Reduce Overuse	2	
Overuse Reduction Plans	4	18
HOA's Overuse Reduction Plans	1	3

**Great Job Holly  
and Front Office  
Staff!**

\* It should be noted that rather than add additional allotment to taps in 2022 customers opted to upsize their taps.

# Agenda Item Summary

Little Thompson Water District

Date: January 4, 2023

Item: 7.5

Staff: Ken Lambrecht, Operations Manager

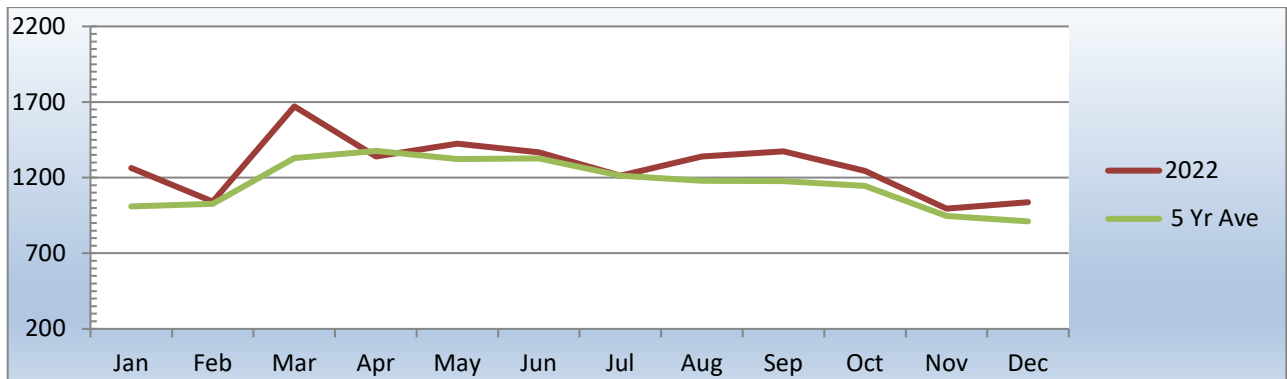
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**Subject:** Operations and Water Quality Report  
**Staff Recommendation:** For Informational Purposes

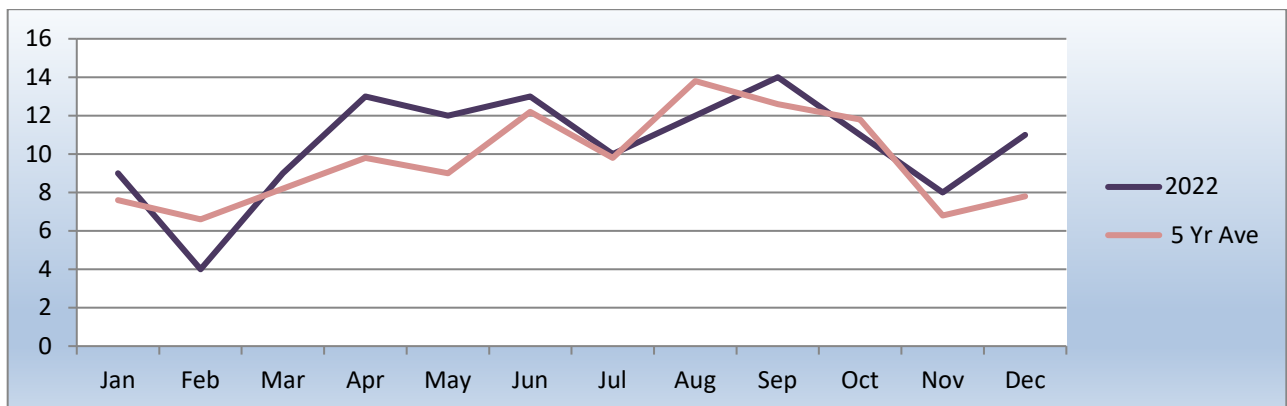
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**Discussion:** Information for the Board of Directors

**Locate Requests:**



**Leak Repairs:**



## Monthly Water Quality Report:

### Monthly Water Quality Samples:

Monthly Total Coliform samples were within acceptable parameters.

### Customer Taste & Odor Work Orders:

Only one water quality related service order for the month of December.

Created Date	Service Order Number	Service Address	City	Description
12/09/2022	20676	PRIMROSE LN	MEAD	Cloudy Dirty

CLOUDY/DIRTY - customer stated he is experiencing build up and sediment in all faucets gaskets inside meter pit were good. pH 7.5, chlorine residual 0.7 took meter head off for customer to flush over the weekend. meter head put back on Monday

## Project Updates and Notes:

### Telemetry Upgrades:

The inventory has been completed. Herbert is preparing the radio propagation study and recommendations report. (No progress since last meeting.)

### Valve Exercising:

5,181 valves have been exercised out of a total of 6,335

