

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



**Little Thompson Water District**

**District Manager:**  
Amber Kauffman, PE  
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Berthoud, CO 80513

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## Regular Board Meeting Agenda July 14, 2022 - 5:00 P.M.

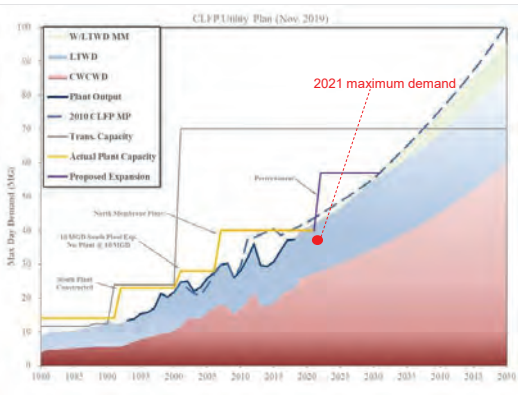
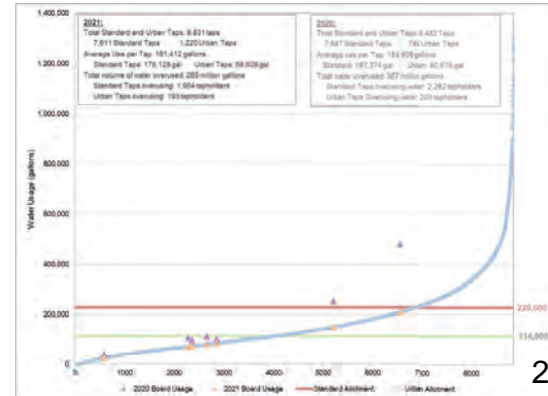
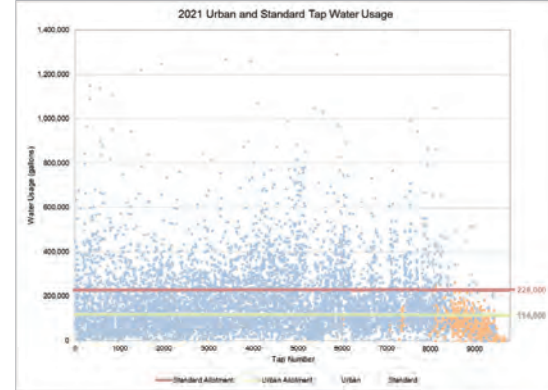
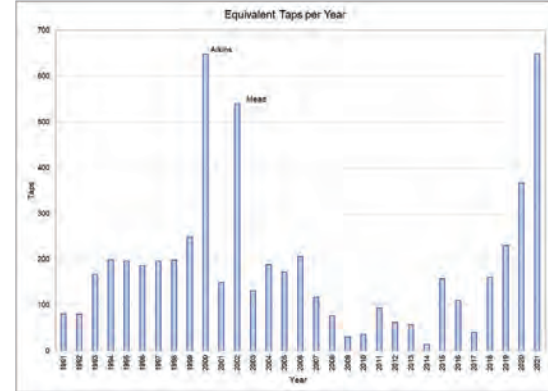
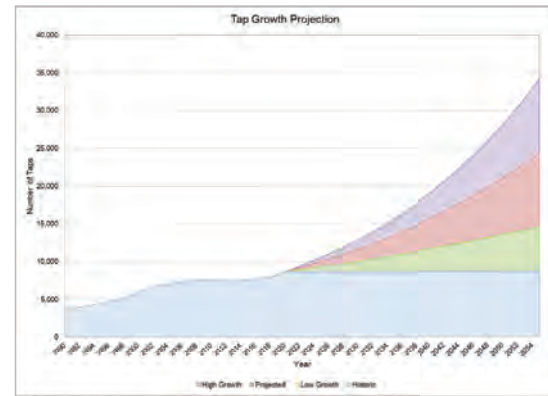
1. Call to Order - *Pledge of Allegiance*
2. Roll Call:
3. Agenda Review:
4. Public Comment on Non-Agenda Items:
5. Consent Items:
  - 5.1. Minutes of the June 9, 2022, Regular Board Meeting ..... Page 4
  - 5.2. Tap List 678..... Page 17
  - 5.3. June 2022 Disbursements Report ..... Page 19
  - 5.4. June 2022 Financial Report ..... Page 26
6. Discussion Items:
  - 6.1. Carter Lake Filter Plant ..... Page 32
  - 6.2. St. Vrain Water Authority ..... Page 34
  - 6.3. Windy Gap Firming Project ..... Page 35
  - 6.4. Public Hearing: Action Item: Motion to Approve: ..... Page 37  
Resolution No. 2022-19 Larimer County Inclusions  
Resolution No. 2022-20 Weld County Inclusions  
Resolution No. 2022-21 Larimer County Exclusions
  - 6.5. Request to Fund Improvements at LCR 8 and LCR 21 ..... Page 53
  - 6.6. Over User Contact Letters ..... Page 55
  - 6.7. Water Dedication and Obligated Demand..... Page 64
7. Staff Reports:
  - 7.1. District Manager’s Report ..... Page 65
  - 7.2. Business Manager’s Report ..... Page 66
  - 7.3. District Engineer’s Report ..... Page 67
  - 7.4. Water Resources Manager’s Report ..... Page 71
  - 7.5. Operations Manager’s Report and Water Quality Update ..... Page 74
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

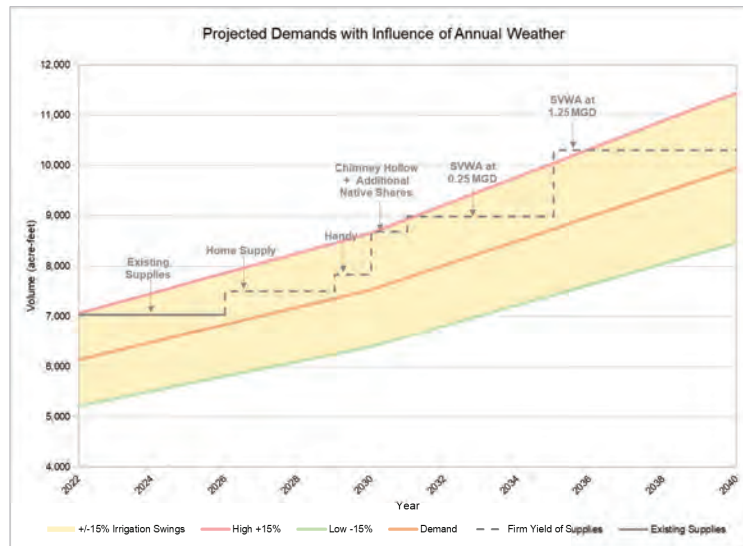
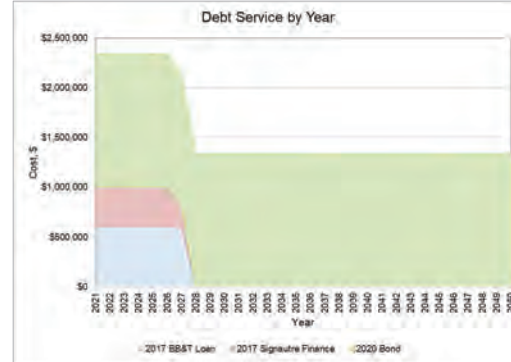


Capital Projects & Equipment - District	2022 Budget
County Rd Improvements	\$ 200,000
Service Connection Expense	\$ 201,800
Telemetry Improvements	\$ 200,000
Small Line Improvements	\$ 75,000
West 1st Street-Bond	\$ 400,000
Non-Potable System Study	\$ 45,000
Northeast Transmission Line-Bond	\$ 3,000,000
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 Equipment 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

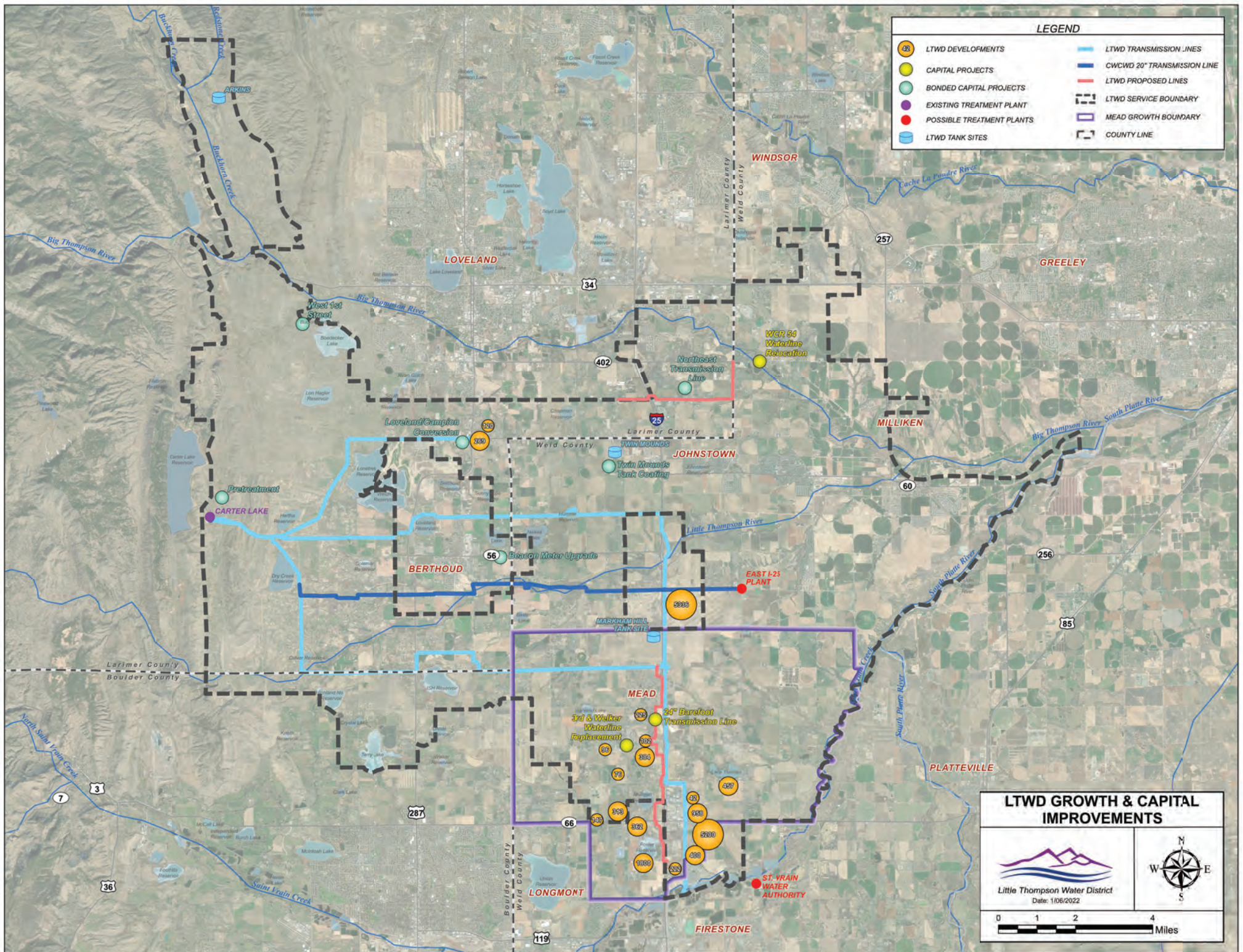
Capital Projects & Equipment - Joint	2022 Budget
Pretreatment Design-Bond	\$ 1,100,000
Pretreatment Construction-Bond	\$ 2,000,000

Long Term Future Capital Projects
West I-25 Transmission Line
Raw Water Infrastructure Needs
Campion Line Project 2
Markham Hill Storage Tank
Alpa Waterline Replacement
Lebsack Larie 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 Grep 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 Ffirming storage in Dry Creek Reservoir	7	0.0	0.0
			<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>419.2</b>



UPDATED 1/6/2022



**LTWD GROWTH & CAPITAL IMPROVEMENTS**

Little Thompson Water District  
Date: 1/06/2022

0 1 2 4 Miles

# Agenda Item Summary

Little Thompson Water District

Date: July 14, 2022

Item: 5.1

Staff: Amber Kauffman, District Manager

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**Subject:** Minutes of the June 9, 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, June 9, 2022. Attendance was as follows:

Board of Directors:

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

Staff in Attendance:

Amber Kauffman, District Manager  
Angela Diekhoff, Business Manager  
Ken Lambrecht, Operations Manager  
Judy O'Malley, Recording Secretary

Other Attendees:

Michael T. Cook, Berthoud Fire Protection District (BFPD) Board Vice-President

**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. Director Dennis Mutcher resigned from the Board effective May 31, 2022. All other Directors were present.

**AGENDA REVIEW**

**It was moved by Director Steven Brandenburg, seconded by Director Edward Martens, to enter into Executive Session at the end of the meeting citing §24-6-402(4)(a) C.R.S., to discuss matters concerning the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest. 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 Martens, seconded by Director Brandenburg, to approve the Consent Agenda, including:**

- Minutes of the May 12, 2022, Regular Board Meeting,
- Tap List 677,

- **May 2022 Disbursements in the amount \$1,306,670.61:**
  - ❖ **Operating Account: \$1,010,301.50:**
    - **ACH Manual Check Numbers 3783 to 3850 – \$766,429.83,**
    - **Check Numbers 10719 to 10763 – \$243,871.67,**
  - ❖ **Payroll Account: (Two Bi-weekly payroll periods in May) for \$296,369.11:**
    - **ACH Transmittal Vouchers O-2170 to O-2181 – \$151,698.93,**
    - **ACH Direct Deposit Numbers N-11652 to N-11726 – \$144,670.18,**
- **May 2022 Financial Report,**

## DISCUSSION ITEMS

### BFPD Insurance Services Office (ISO) Rating:

BFPD Board Vice-President Michael T. Cook presented the following information to the Board:

- ISO collects and evaluates information from communities in the United States (U.S.) on the local fire departments' structure fire suppression capabilities.
  - ❖ The data is analyzed using the Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC®) grade is assigned to the community.
- The surveys are conducted whenever it appears there is a possibility of a PPC change.
  - ❖ The PPC program provides important, up-to-date information about fire protection services throughout the country.
- Mr. Cook reviewed the data collection and analysis, along with the possible points versus earned points for each factor weighed to determine the community grade.
  - ❖ Factors considered in the grading include:
    - Emergency communications.
    - Fire department personnel and equipment.
    - Water supply.
    - Divergence.
    - Community risk reduction.

There were discussions regarding these grading factors.

- The Community Classification received was 02/10 (Class-2 rating), with 01/10 being the highest.
  - ❖ Only 5% of fire departments in the U.S., and only 12% in the state of Colorado, have a Class-2 rating.
  - ❖ BFPD does not receive anything from this rating, but their constituents receive lower insurance rates.
- BFPD received 36.62 points out of a possible 40 for the Water Supply element of the grading.
- Mr. Cook wanted to thank the District Board and Staff for their parts in the ISO rating.
  - ❖ Director Martens noted that the Staff are responsible for the field work to install and maintain the fire hydrants.
  - ❖ Mr. Cook noted it is a joint effort from Board policy making, staffing, and system-wide operations and maintenance ensuring community safety with the high grade for Water Supply.

## Carter Lake Filter Plant (CLFP):

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

- **5 Million Gallon (MG) Concrete Tank:**
  - ❖ The tank was recently inspected and nothing major was found.
  - ❖ Staff are seeking an estimate to budget for any work that will need to be done to the tank.
  - ❖ Work is expected to be scheduled for the fall of 2023.
- **Pretreatment:**
  - ❖ Staff had finished piloting the Dissolved Air Flotation (DAF) system and it had gone very well.
  - ❖ Josh Cook, P.E. of NoCo Engineering, did not have a final report for the DAF pilot but he identified three different deliverables for the DAF pilot itself.
    - The first item was a report that would summarize everything they did.
    - The second item was provide a letter that recommended DAF as pretreatment for the plant.
    - The third item was a cost analysis so CLFP Staff can look at construction and operation costs, life cycles, etc.
  - ❖ The DAF system can be pushed harder than a plate settler system.
    - To obtain the same results from a plate settler system you need to build a bigger system, which will cost more.
  - ❖ Ms. Kauffman noted she would expect CLFP Manager Rick Whittet to request to work with herself, and Central Weld County Water District (CWCWD) Manager Stan Linker to develop a scope for a Request for Proposal (RFP) to begin the process to design the DAF system.
  - ❖ Mr. Whittet and a future project manager would review the reports and summaries of the trial run as well as the DAF design.
    - Colorado Department of Public Health and Environment (CDPHE) may also need to review the results.
    - Ms. Kauffman suggested Mr. Whittet have an external engineering firm perform a design review.
- **Staffing:**
  - ❖ Mr. Whittet advised Ms. Kauffman and Mr. Linker that he planned to hire a project manager by the end of 2022.
- **Chemicals:**
  - ❖ There has been a fluoride shortage.
    - CLFP is currently out of fluoride and Staff do not know when they will be able to replenish supplies.
  - ❖ CLFP received a chemical delivery of soda ash with ammonia nitrate in it, believed to have been residue in the delivery truck.
    - The Soda Ash silo had been cleaned and was back in operation.
    - Invoices had been sent to the trucking company for product removal, silo cleaning, and product disposal.
    - Lab results confirmed the product had been contaminated.
    - The procedure for accepting chemical deliveries will be updated to include requiring clean-out certificates.
- **Production:**
  - ❖ CLFP operations is now fully staffed, and they are running 24 hours a day seven days a week.

- Mr. Whittet was working with an attorney regarding the ongoing issues with the Filter 23 warranty.

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

District Manager Kauffman advised the Board that the next meeting was scheduled for June 13, 2022, and she had not received a SVWA Board Packet.

#### Windy Gap Firming Project (WGFP):

District Manager Kauffman presented the following information to the Board:

- Colorado River Connectivity Channel (CRCC):
  - ❖ The National Resources Conservation Services (NRCS) issued the Finding of No Significant Impact (FONSI).
    - Northern Colorado Water Conservancy District (Northern) should be receiving full funding after the design review was completed.
- Chimney Hollow:
  - ❖ Work continues on the main dam plinth.
  - ❖ Work continues on the grout program, the portal, the quarry development, and resulting aggregate processing, the asphalt plant set up, and the piping connection to the Bald Mountain Tunnel.
  - ❖ Doing well on budget with very few change orders.
    - Ms. Kauffman advised it is hard to tell what can happen with rock excavations and it appears there will be more rock removal than anticipated.
    - Director Martens asked if tunneling was part of the work being done by the county road. Ms. Kauffman stated a piping connection was being installed to the Bald Mountain Tunnel.
  - ❖ The sandstone rock beneath the proposed dam appeared to be more porous than originally thought.
    - The implication is substantially higher leakage than originally anticipated, possibly up to 3,000 acre-feet (ac-ft) per year.
    - The engineer for the project is looking at mitigation to reduce the leakage.

Discussion followed regarding the sampling of the rock prior to construction, where the leaking water goes to, and the fact that every dam has some extent of leakage.

- WGFP Enhancement Donor Fund Advisory Committee:
  - ❖ The Advisory Committee met on May 20, 2022.
  - ❖ The meeting produced progress on the establishment of criteria for funding of projects.
  - ❖ The goal is to have a finalized set of grading criteria for funding of projects by October.
- WGFP Mitigation Enhancements:
  - ❖ No update was available.
- Tour:
  - ❖ A tour of the valley of Chimney Hollow construction was scheduled for August 17, 2022, for District Directors and department managers.
    - Ms. Kauffman was waiting for approval.



## Action Item: Motion to Approve: Americans with Disabilities Act (ADA) Website Accessibility Policy:

Administrative Assistant Judy O'Malley presented the following information to the Board:

- All Colorado public entities must fully comply with the ADA Web Content Accessibility Guidelines (WCAG) 2.1 AA standards by July 1, 2024.
  - ❖ The District can be fined \$3,500 for non-compliance, and the Colorado Office of Technology will monitor compliance.
  - ❖ There have been multiple cases of individuals and law firms searching for non-compliant entities for the purpose of threatening lawsuits in the hope the entity will settle out of court for a monetary sum.
- Website accessibility affects people with visual, hearing, motor skill, and cognitive disabilities.
  - ❖ The Special District Association (SDA) has partnered with Streamline, a company that creates software for special districts, to bring website accessibility training to special districts.
- One main idea presented in training sessions is for district boards to pass a formal accessibility policy, and for the district to post this policy to their website.
- SDA and Streamline state that for a district to work towards making their website ADA compliant and have a way for people to contact the district with concerns, is a big step towards accessibility.

**It was moved by Director Brandenburg, seconded by Director Martens, to approve the Little Thompson Water District ADA Website Accessibility Policy with the modification to the Compliance Procedures and Reports section from “*In addition to coding our website to WCAG 2.1 AA standards, LTWD regularly scans its website to ensure ongoing compliance, and makes timely changes to any inaccessible items if any are found. In our ongoing commitment to transparency, we make the last three months’ reports available to the public.*” To “*In addition to coding our website to WCAG 2.1 AA standards, LTWD scans its website quarterly to ensure ongoing compliance, and makes timely changes to any inaccessible items if any are found. In our ongoing commitment to transparency, beginning June 30, 2022, we will make the reports available to the public.*”, as well as confirming the response time to requests for assistance would be within five business days. Motion carried unanimously.**

## Rules and Regulations Update:

Operations Manager Ken Lambrecht presented the following information to the Board:

- The revision to Section 3 Water Taps regarding Annual Backflow Testing is needed to clarify the annual testing policy for the Cross Connection and Backflow Prevention Program.
- When a backflow assembly is added to the system, the District assigns a Testing Month of January through July.
  - ❖ Irrigation taps are assigned a Testing Month of April through July.
- All required backflow assemblies are to be tested annually during the assigned testing month and results submitted to the District.
  - ❖ Testing must be completed in the same month every year.
- The District’s goal is to have 100% testing compliance by December 31 each year.
  - ❖ Less than 90% compliance is a State Health violation.

- With the District's current notification and penalty policy, July is the final month that allows for the full notification cycle to be completed prior to December 31.
- Notifications are mailed out on or about the first of each month.
- Following is the notification process for backflow assemblies with a Testing Month of July:
  - ❖ July 1<sup>st</sup> Notice, Courtesy Reminder.
  - ❖ August 2<sup>nd</sup> Notice, 30 Days Past Due.
  - ❖ September 3<sup>rd</sup> Notice, Penalty of \$50.
  - ❖ October 4<sup>th</sup> Notice, Penalty of \$250.
  - ❖ November 5<sup>th</sup> Notice, Penalty of \$500.
  - ❖ December 6<sup>th</sup> Notice, Disconnection of Service until resolved.
- Another change made was that industry terminology defines the difference between an assembly and a device.

Discussion followed regarding CDPHE rules for testing backflow assemblies only applying to non-residential water taps. Also discussed was the proper wording for the header on item 307.

**It was moved by Director Brandenburg, Seconded by Director Martens, to approve the updates to Rules and Regulations Section 3 Water Taps. The Motion failed with two votes in favor and four votes against. It was moved by Director James Walker, Seconded by Director Brandenburg to approve the updates to Rules and Regulations Section 3 Water Taps with the modification to the Item 307 header from “Cross Connection” to “Cross Connection Control and Backflow Prevention Assembly Requirements”. Motion carried unanimously.**

#### West I-25 Transmission Line:

District Manager Kauffman presented the following information to the Board with further negotiation discussion to be held in Executive Session:

- The West I-25 Transmission Line Project has been in the planning stages for the last several years and is critical infrastructure for the continued growth of the Barefoot Lakes Subdivision, as required by agreement between the District and the developer, Brookfield Properties (Brookfield).
  - ❖ The proposed transmission line will span five miles and 36 properties along the west side of I-25.
  - ❖ The line will connect to existing infrastructure at Weld County Road (WCR) 38 and terminating at WCR 28, northwest of Barefoot Lakes.
  - ❖ Brookfield is financially responsible for the design and construction of the transmission line including easement acquisition.
  - ❖ The District will own and operate the infrastructure once construction is complete.
  - ❖ Brookfield has requested District Staff manage the project to utilize the District's pipeline expertise, as well as the District's ability to acquire easements through the eminent domain process should it be necessary.

- Of the 36 properties traversed by the proposed transmission line, a total of 25 easements have been secured by the District.
  - ❖ Of the 11 remaining easements, three property owners to date are requiring overvalued fees and/or conditions of the easement agreement that are not acceptable to the District.
  - ❖ There may be other problems within the final eight easements that remain to be negotiated.
- Staff requests the Board express any questions or concerns with the project activities and to approve moving the project forward, including easement acquisition that may require pursuit of the District's authority to invoke the eminent domain process.

Discussion followed as to how the transmission line would be of benefit to the District beyond the Barefoot Lakes Subdivision, how the installation of the line will affect the properties it will be going through, the barriers to installing the line on the east side of I-25, and considerations of future Colorado Department of Transportation (C-DOT) expansions in the area.

**It was moved by Director Martens, Seconded by Director Larry Brandt, to approve the acquisition of properties and the construction of the project. Motion carried unanimously.**

#### Ward 3 Director Appointment:

President McMurtrey and District Manager Kauffman presented the following information to the Board:

- Ms. McMurtrey advised fellow Board members that she had spoken with newly elected Board member Dennis Mutcher after he turned in his resignation from the Board on May 31, 2022.
  - ❖ Ms. McMurtrey stated that Mr. Mutcher had told her he had only good things to say about the Board and the District but realized that he did not feel he would be able to continue on the Board for a three-year term.
  - ❖ Mr. Mutcher advised Ms. McMurtrey he would work with his Homeowners' Association (HOA) to make sure all residents of his neighborhood sign up for EyeOnWater accounts.
- Within 60 days from Mr. Mutcher's resignation the Board is required to appoint another person to fill the position, until the next election on May 2, 2023.
  - ❖ At that time the Ward 3 Director position will need to be elected to a 2-year term to finish the 3-year term that Mr. Mutcher resigned from.
- The person who ran against Mr. Mutcher during the 2022 election, Jack Strandquist, is still interested in sitting on the board.
  - ❖ Ms. Kauffman provided a brief biography she had received from Mr. Strandquist.

Discussion followed regarding Mr. Strandquist's qualifications, along with state statutes allowing previous Board member William Szmyd to be appointed to the position.

**It was moved by Director Brandenburg, Seconded by Director Martens, to appoint William Szmyd to the open Ward 3 Director position. Motion carried by five aye votes.**

## STAFF REPORTS

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

- Water Diversification and Dedication for Development:
  - ❖ Director Brandenburg requested a discussion on dedication of waters that have not been through a change case.
  - ❖ Staff requested this discussion be scheduled for the July 14, 2022 Board Meeting.
- Regional Water Strat Op Work Session:
  - ❖ On May 16, 2022, President McMurtrey attended the work session on behalf of the District.
  - ❖ Ms. McMurtrey reported the following to the Board:
    - There had been many good ideas presented, but disagreements on defining the intended purpose, mission, and scope of the group.
    - Overall, it seemed participants want to collaborate on large water supply projects to be able to create better communities for residents.
    - It was determined to continue as the Northern Colorado Community Foundation as a non-profit.
- 2022 Goals Update:
  - ❖ In December 2021 Ms. Kauffman presented District goals that cover the five categories listed below. The following list includes updates as to what the status of each item is:
    - Raw Water Supply Planning:
      - ◇ Conservation – Increased focus during a transition year.
        - More postcards sent than previous years.
        - Higher interest in conservation programs.
        - The office received lots of calls regarding the “Action Level Low – Yellow” designation for water use.
      - ◇ Consolidated Home Supply Change Case – Continue on change case, make significant progress easement acquisition for raw water infrastructure.
        - Second round of comment responses due June 16, 2022.
        - Home Supply approved the proposed use of a pump station on their property between Lone Tree and Welch Reservoirs.
      - ◇ Handy Ditch Company Change Case – Submit change case.
        - Expected in the next couple months barring any unexpected issues.
      - ◇ Second Use – Opportunities with the Town of Firestone (Firestone) for implementation at SVWA.
        - Revising proposal for Firestone.
      - ◇ Dry Creek Photovoltaic – Green hydrogen feasibility study.
        - Not started.
    - Treatment and Transmission:
      - ◇ Complete District Distribution Master Plan Update.
        - In process, but behind schedule.
      - ◇ Identify and Secure future East I-25 Treatment Plant property.
        - Focus shifted with CWCWD decision to purchase separate property alone.

- Goal should shift to the next two years, after the master plan is complete.
  - ◇ Capital Projects/Bonding Projects.
    - Progress ongoing.
- Relationships with Other Entities:
  - ◇ The Town of Johnstown (Johnstown) – Complete an updated Intergovernmental Agreement (IGA).
    - Met twice to discuss IGA, redlined IGA for Johnstown's review.
    - Johnstown regrettably needs to postpone any amendments to the IGA and extend the current IGA until the end of the year.
  - ◇ The Town of Berthoud (Berthoud)– Update IGA and solidify opportunities for Request for Opportunity (RFO) agreements.
  - ◇ Obtain an agreement with Aurora Dairy (AOD) for Water Dedication.
    - Staff met with AOD on May 10, 2022.
    - Staff directed counsel to start drafting an agreement.
    - AOD rented 40 ac-ft of Colorado Big-Thompson (C-BT) water from Cemex and assigned it to the District.
  - ◇ Renew/Redo current agreement with Brookfield.
    - Met with Brookfield May 11, 2022.
    - Forwarded current version to counsel for review.
- 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.
    - 187 new users in 2022, or 24% increase (as of 6/1/22, goal for the end of year 1,158).
  - ◇ Reverse 911 system in place.
    - Evaluating options.
  - ◇ Telemetry Upgrades.
    - Level and water quality monitor ordered for Dry Creek Reservoir.
  - ◇ Increase average Operator level of Distribution Staff.
    - One staff member increased level.
  - ◇ Complete a rate study.
    - Finalizing RFP, expect to advertise before June 15, 2022.
  - ◇ Update the 2019 salary study.
    - Study authorized.

Discussion followed regarding a job position that had been advertised for a Backhoe Crew Foreman. The response had not been good and Ms. Kauffman researched current salaries for a similar position. Ms. Kauffman advised the Board that most companies were offering approximately much more than what the District offered for similar positions.

- ◇ Successful elections.
  - Complete.

- ◊ Making website ADA compliant.
  - Policy to be approved at June meeting.

Director Brandenburg questioned why the District remained at the Low (Yellow) Action Level for watering restrictions when Northern was increasing the quota to 80%. Additional questions raised included water levels in reservoirs and ditch suppliers' water conservation measures. Ms. Kauffman replied that Staff will reevaluate the Watering Restriction Action Level in July. She also advised that area water providers are attempting to maintain their supply levels as the upcoming summer is expected to be extremely hot and dry.

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

- Audit:
  - ❖ The auditors, BDO USA, LLP, were running extremely behind and the draft of the audit was expected to be ready by Monday, June 20, 2022.
    - There had been no significant findings.
    - Ms. Diekhoff advised the Board that she would email a copy of the draft audit as soon as she receives it.
    - The Board must receive the draft copy no later than June 30, and approve the audit at the July 14, 2022, Board Meeting.
    - The auditors must submit the approved audit to the State Auditor by July 30.
  - ❖ The 2021 audit included an Information Technology (IT) review.
    - Staff will be implementing some IT changes for all programs per the request of BDO.
- Salary and Benefit Survey:
  - ❖ Staff signed an engagement letter with the Employees Council to review the District's current job descriptions, salaries, and benefits.
  - ❖ Staff plan to have the survey completed in time to include in the 2023 budget.
- Rate Study:
  - ❖ Ms. Diekhoff was preparing an RFP for an updated Rate Study.
    - The last time the District completed one was in 2012.
    - Staff have reviewed and updated portions of the Tap Fees, Monthly Base Rate, and Wholesale Rates since 2012.
- EyeOnWater Users:
  - ❖ There were a total of 944 users out of the 1,158 user goal for 2022.
  - ❖ A postcard with information on the Water Shortage Contingency Plan Action Level increasing to Low (Yellow) and the EyeOnWater site was mailed in early June.
    - Office Staff received numerous calls regarding the information presented in the postcard.

**District Engineer's Report:** In the absence of District Engineer Brad Eaton, District Manager Kauffman reported on the following:

- There were 38 Tap Commitment Requests in May. Year-to-date total was 2,387.
- Capital Projects:
  - ❖ The western portion of the West 1<sup>st</sup> Street (St.) project had been completed, and the contractor was moving to the eastern portion of the project.

- ❖ The preliminary alignment design for the Northeast Transmission Line had been developed.
- ❖ The Twin Mounds project continued to progress.
  - Interior sand blasting and priming continued.
  - Completion was expected by July.
- ❖ The Loveland/Campion Conversion Project 60% design drawings had been completed and were in review by Staff.
  - Project complexity along with inflation of material costs indicate that total project costs could reach \$3.2 - \$3.4 M.
  - The newly understood budget overrun will require a phased approach and/or additional bond funding procurement.
- ❖ Weld County was to relocate approximately 1,250 feet of 12-inch waterline to accommodate the widening of the WCR 54 Bridge at the Thompson River.
  - Project costs will be reimbursed by Weld County.
  - The agreement for design service is with the County for signature.
- ❖ Installation of new Variable Frequency Drives (VFDs) at the Buckhorn Pump Station had been completed.
- ❖ The Water System Master Plan continued to run behind schedule.
- ❖ After speaking with the ditch company Staff had determined that a Non-Potable System Study may not be needed.
  - The ditch company was not interested in a larger scale study and would handle on a development by development situation.
- ❖ Staff were working through what was needed for the Raw Water Infrastructure to capture and convey native water for treatment.
- **Development Projects:**
  - ❖ Development continued to be active and the inspectors were busy.
    - The Metro District for Turion was denied by Berthoud for the portion in their service area.
      - ◊ The developer is pushing ahead with the portion of the project in the District service area in the Town of Mead (Mead).
- **Other Engineering & GIS Activities:**
  - ❖ Staff were engaged in various Colorado Department of Transportation (CDOT) activities near District infrastructure along I-25.
    - The CDOT repairs to the 42-inch Air Release Valve (ARV) gaskets were substantially complete and the transmission line was back in service.
    - Negotiations to repair damage to the ARV vault lids resulting from the piping repairs were in progress.

**Water Resources Manager's Report:** In the absence of Water Resources Manager Nancy Koch, District Manager Kauffman reported on the following:

- May water usage demands had been tracking close to projections.
- Cumulative water use was very close to the projected amount for the 2021 – 2022 water year.
  - ❖ Director Martens questioned if any of the Native Waters were counted in the Cumulative Water Use graph. Ms. Kauffman advised they would not be considered in the District's total water supply until after each Water Court case concludes.

- ❖ Ms. Kauffman also noted the District will need to determine when and how much of each type of Native Water to introduce into the District supply so as to not pull too much from agricultural supplies at once.
- Dry Creek Reservoir continued to experience some evaporation.
- Water Court:
  - ❖ Ms. Kauffman reviewed the status of the cases and advised the Board of the next steps for Staff.
- Windy Gap had pumped 481 ac-ft as of May 29, 2022, for the District.
  - ❖ Northern had decided against pumping additional water as there may not be enough space in Lake Granby without causing a spill next year.
- The Seasonal Outlook report predicts that Northern Colorado will have above average temperatures and below average precipitation for June, July, and August.

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

- Locate requests and leak repairs were normalizing.
- All monthly Coliform were within acceptable parameters. The next Lead and Copper sampling period was tentatively scheduled for November. The Disinfection Byproduct (DBP) 2 samples were within acceptable parameters.
- Crew Leader Valve Exerciser Alan Cordova was assisting the backhoe crew during the month of May.
- The Kupferle Water Quality Educational Van was onsite on May 24, 2022, to perform training related to Water Quality Sampling and DBPs.
- Four employees attended the Colorado Rural Water Association (CRWA) Annual Conference May 2 through 5, 2022, for training.
- Several of the Operations and Engineering Staff attended certification training for the Occupational Safety and Health Administration (OSHA) Excavation Competent Person, OSHA Standard 1926, Subpart P.

## DIRECTOR REPORTS

There were no Director Reports.

President McMurtrey called for a break at 7:30 p.m.

The Board and District Manager Kauffman went into Executive Session at 7:35 p.m. and returned at 7:51 p.m.

**It was moved by Director Brandenburg, seconded by Director Walker, to adjourn the meeting at 7:52 p.m. Motion carried unanimously.**

Respectfully submitted,

*Amber Kauffman*



# Agenda Item Summary

Little Thompson Water District

Date: July 14, 2022

Item: 5.2

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

**Subject: Tap List 678**

**Staff Recommendation: Staff recommends approval.**

**Discussion:**

## TAP LIST 678 ~ NEW AND AMENDED CONTRACTS

TAP #	NAME	5/8 INCH URBAN	5/8 INCH STANDARD	OTHER	WATER RIGHTS	CIL
9968	DFH Mandarin LLC	X			.35 AF	
9969	DR Horton	X			.35 AF	
9970	DR Horton	X			.35 AF	
9971	DR Horton	X			.35 AF	
9972	DR Horton	X			.35 AF	
9973	DR Horton	X			.35 AF	
9974	DR Horton	X			.35 AF	
9975	DR Horton	X			.35 AF	
9976	DR Horton	X			.35 AF	
9977	DR Horton	X			.35 AF	
9978	DR Horton	X			.35 AF	
9979	DR Horton	X			.35 AF	
9980	DR Horton	X			.35 AF	
9981	DR Horton	X			.35 AF	
9982	DR Horton	X			.35 AF	
9983	DR Horton	X			.35 AF	
9984	DR Horton	X			.35 AF	
9985	DR Horton	X			.35 AF	
9986	Lennar	X			.35 AF	
9987	Lennar	X			.35 AF	
9988	Lennar	X			.35 AF	
9989	Lennar	X			.35 AF	
9990	Lennar	X			.35 AF	
9991	Lennar	X			.35 AF	
9992	Lennar	X			.35 AF	
9993	Lennar	X			.35 AF	
9994	Lennar	X			.35 AF	
9995	RM Mead Metro District			1 and 1/2 INCH	9.90 AF	
9996	Barefoot LLC	X			.35 AF	
9997	Barefoot LLC	X			.35 AF	
9998	Barefoot LLC	X			.35 AF	
10,000	Barefoot LLC	X			.35 AF	
10,001	Barefoot LLC	X			.35 AF	
10,002	Barefoot LLC	X			.35 AF	

**TAP LIST 678 ~ NEW AND AMENDED CONTRACTS (CONT.)**

<b>TAP #</b>	<b>NAME</b>	<b>5/8 INCH URBAN</b>	<b>5/8 INCH STANDARD</b>	<b>OTHER</b>	<b>WATER RIGHTS</b>	<b>CIL</b>
10,003	DR Horton	X			.35 AF	
10,004	DR Horton	X			.35 AF	
10,005	DR Horton	X			.35 AF	
10,006	DR Horton	X			.35 AF	
10,007	DR Horton	X			.35 AF	
10,008	DR Horton	X			.35 AF	
10,009	DR Horton	X			.35 AF	
10,010	DR Horton	X			.35 AF	
10,011	DR Horton	X			.35 AF	

	<b>5/8 INCH URBAN</b>	<b>5/8 INCH STANDARD</b>	<b>OTHER</b>	<b>WATER RIGHTS</b>	<b>CIL</b>
<b>JUNE 2022 TOTALS</b>	<b>42</b>	<b>0</b>	<b>1</b>	<b>24.60 AF</b>	<b>0 AF</b>
<b>YEAR-TO-DATE 2022 TOTALS</b>	<b>172</b>	<b>9</b>	<b>4</b>	<b>90.34 AF</b>	<b>4.90 AF</b>
<b>TAPS BUDGETED 2022</b>	<b>280</b>	<b>8</b>			

<b>Tap Commitments</b>	<b>Balance</b>
<b>Taps with Water Rights Satisfied/Water Dedications</b>	<b>55</b>
<b>Dormant Taps</b>	<b>5</b>
<b>Total Other Tap Commitments</b>	<b>60</b>

# Agenda Item Summary

Little Thompson Water District

Date: July 14, 2022

Item: 5.3 Disbursements

Staff: Angela Diekhoff, Business Manager

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**Subject:** June 2022 Disbursements.

**Staff Recommendation:** Approval.

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## June 2022 Disbursements

Request approval of the June 2022 Cash Disbursements in the amount of \$1,247,479.13

Operating Account: \$943,701.04

ACH Manual Check Numbers 3851-3919 – \$527,658.86

Check Numbers 10764 to 10803– \$416,042.18

Payroll Account: \$303,778.09 (Two bi-weekly payroll periods in June)

ACH Transmittal Vouchers 2182 to 2193 – \$157,076.35 ACH

Direct Deposit Numbers 11727 to 11801 – \$146,701.74.

## Discussion:

All expenses are for normal operating costs, except for \$10,809.79 for Capital Cost – Joint, \$233,139.09 for Capital Cost – District and \$237,327.56 for 2017 Loan's Interest.

**Little Thompson Water District  
Cash Disbursements Summary  
Check Issue Dates: 6/01/2022 to 6/30/2022**

Employee Related Expenses	\$	303,778.09
Capital Cost-District	\$	233,139.09
2017 Signature Loan Interest	\$	197,838.62
Filter Plant Ops Expenses	\$	122,050.83
Insurance-Property & Casualty	\$	71,819.48
Sys Repairs & Maintenance	\$	67,857.10
2017 BBT Loan Interest	\$	39,488.94
24 Brookfield WL Passthrough	\$	34,240.65
Audit Expense	\$	20,000.00
Meter Mtn and Repair	\$	17,629.00
Water Resources General Eng	\$	17,588.40
Vehicle Expenses	\$	14,289.16
Adams CC-Conference-\$927;Memberships-\$368; Computer Cost-\$115;Office Supplies-\$382; Bldg&Grnds-\$2960; Office Exp-\$868; Uniforms-\$185; Communications-\$186; System Rep-\$358; Vehicle-\$1164; Capital Cost-\$3201; Utilities-\$829	\$	11,542.93
Capital Cost-Joint	\$	10,809.79
Office Expenses	\$	8,780.37
Computer Expenses	\$	7,536.75
Water Resources General Legal	\$	7,222.50
Engr/CAD/Prof Expenses	\$	7,000.00
O & M Expenses	\$	5,840.04
Water Conservation	\$	5,719.50
Communication Expenses	\$	5,458.84
Inventory	\$	5,340.00
Operations - Utilities	\$	4,692.04
Legal Expenses	\$	4,418.52
Bldg/Grnds Expenses	\$	4,151.70
Insurance-Worker Compensation	\$	3,964.00
Locate Expenses	\$	2,819.25
Dry Creek Reservoir Expenses	\$	2,313.75
Assessment Fees	\$	1,916.57
PRV Routine Repairs	\$	1,671.71
WQ - Lead & Copper	\$	1,653.00
WQ - DBP 2 Sampling & Testing	\$	895.00
Fire Hyd Meter Deposits	\$	630.00
Water Quality Expenses	\$	562.50
Safety Expenses	\$	550.00
Fire Systems(Hydrants)Exp	\$	508.03
Soil Amendment Rebates	\$	500.00
Purchased Water Expenses	\$	443.66
Uniform Expenses	\$	317.13
Retainage Payable-Non Pot	\$	240.00
Cross Con/Backflow Program	\$	147.50
Customer Refund Overpayments	\$	114.69
<b>Total</b>	<b>\$</b>	<b>1,247,479.13</b>

Little Thompson Water District

Cash Disbursements Detail

Check Issue Dates: 6/01/2022 to 6/30/2022

**Operations**

Check Number	Check Issue Date	Payee	Description	Amount
3904	6/23/2022	Signature Public Funding	2017 Signature Loan Interest	\$ 197,838.62
3892	6/17/2022	Carter Lake Filter Plant	Filter Plant Ops Expenses	\$ 122,050.83
10802	6/29/2022	Swedish Industrial Coatings, LLC	Capital Cost-District-5MG Twin Mounds Tank Coating	\$ 115,000.00
10796	6/29/2022	Ditesco	Capital Cost-District-Loveland/Campion Conversion	\$ 94,567.99
10768	6/1/2022	Glatfelter Public Practice (GPP)	Insurance-Property & Casualty	\$ 67,342.00
3853	6/3/2022	Truist Governmental Finance	2017 BBT Loan Interest	\$ 39,488.94
10791	6/16/2022	St Vrain Companies Inc.	Sys Repairs & Maintenance	\$ 35,320.00
10782	6/16/2022	Farnsworth Group Inc	24 Brookfield WL Passthrough	\$ 30,960.84
10784	6/16/2022	Gopher Excavation Inc	Sys Repairs & Maintenance	\$ 24,085.00
3856	6/3/2022	BDO USA LLP	Audit Expense	\$ 20,000.00
3907	6/27/2022	S&S Coating Services	Capital Cost-District-5MG Twin Mounds Tank Coating	\$ 18,130.00
3896	6/22/2022	White Sands Water Engineers Inc.	Water Resources General Eng	\$ 14,640.00
3861	6/3/2022	Adams Bank MasterCard	Adams CC-Conference-\$927;Memberships-\$368; Computer Cost-\$115;Office Supplies-\$382; Bldg&Grnds-\$2960; Office Exp-\$868; Uniforms-\$185; Communications-\$186; System Rep-\$358; Vehicle-\$1164; Capital Cost-\$3201; Utilities-\$829	\$ 11,542.93
10772	6/1/2022	Orback Construction	Meter Mtn and Repair	\$ 11,505.00
3893	6/17/2022	WEX Bank	Vehicle Expenses	\$ 8,588.65
3891	6/17/2022	Stratus Information Systems (ITX)	Computer Expenses	\$ 7,536.75
3890	6/17/2022	Carter Lake Filter Plant	Capital Cost-Joint-Pretreatment Design	\$ 6,278.97
3889	6/17/2022	Resource Central	Water Conservation	\$ 5,719.50
3888	6/17/2022	Carlson Hammond & Paddock	Water Resources General Legal	\$ 5,429.50
3862	6/6/2022	Core & Main LP	Inventory	\$ 5,340.00
10798	6/29/2022	Intermountain Sales of Denver Inc	Capital Cost-District-Ops Equipment Replacement	\$ 4,912.00
3887	6/17/2022	Carter Lake Filter Plant	Capital Cost-Joint-CLFP Membrane Replacement	\$ 4,530.82
3852	6/2/2022	Loveland Barricade	Sys Repairs & Maintenance	\$ 4,508.25
3912	6/30/2022	Instrument & Supply West Inc	O & M Expenses	\$ 4,465.94
10792	6/16/2022	Starr & Westbrook PC	Legal Expenses	\$ 4,217.00
3873	6/14/2022	PINNACOL	Insurance-Worker Compensation	\$ 3,964.00
3886	6/17/2022	INFOSEND INC	Office Expenses	\$ 3,670.59
10769	6/1/2022	Kennedy Jenks Consultants	Engr/CAD/Prof Expenses	\$ 3,500.00

10799	6/29/2022	Kennedy Jenks Consultants	Engr/CAD/Prof Expenses	\$	3,500.00
3885	6/17/2022	Western States Land Services LLC	24 Brookfield WL Passthrough	\$	3,279.81
3865	6/9/2022	First Insurance Funding	Insurance-Property & Casualty	\$	3,172.48
3914	6/30/2022	Loveland Barricade	Meter Mtn and Repair	\$	3,063.50
3918	6/30/2022	INFOSEND INC	Office Expenses	\$	2,866.18
10794	6/29/2022	Bobcat of the Rockies	Vehicle Expenses	\$	2,819.53
3895	6/22/2022	White Sands Water Engineers Inc.	Water Resources General Eng	\$	2,520.00
10787	6/16/2022	Lindsay Precast Inc - Colorado	Meter Mtn and Repair	\$	2,369.00
3910	6/30/2022	Poudre Valley REA	Operations - Utilities	\$	2,207.39
10765	6/1/2022	Brand X Hydrovac Services	Sys Repairs & Maintenance	\$	2,130.00
3884	6/17/2022	INFOSEND INC	Office Expenses	\$	2,114.79
10793	6/16/2022	Supply Irrigating Ditch Co	Assessment Fees	\$	1,916.57
3883	6/17/2022	UNCC	Locate Expenses	\$	1,861.60
3882	6/17/2022	Carlson Hammond & Paddock	Water Resources General Legal	\$	1,793.00
10778	6/1/2022	Weld Cty Public Health & Env	WQ - Lead & Copper	\$	1,653.00
3871	6/9/2022	Poudre Valley REA	Operations - Utilities	\$	1,647.36
3859	6/3/2022	Verizon Wireless	Communication Expenses	\$	1,411.49
3919	6/30/2022	Instrument & Supply West Inc	PRV Routine Repairs	\$	1,295.00
10776	6/1/2022	Turners Automotive	Vehicle Expenses	\$	1,283.82
3905	6/23/2022	COMCAST	Communication Expenses	\$	1,165.05
3881	6/17/2022	Carter Lake Filter Plant	Dry Creek Reservoir Expenses	\$	1,125.00
3864	6/9/2022	John Deere Financial	Bldg/Grnds Expenses	\$	1,064.91
3903	6/23/2022	AT&T Mobility	Communication Expenses	\$	1,004.54
3894	6/17/2022	Cintas Corporation #737	Bldg/Grnds Expenses	\$	974.53
3863	6/6/2022	Ferguson Waterworks	Locate Expenses	\$	957.65
10766	6/1/2022	Colorado Analytical	WQ - DBP 2 Sampling & Testing	\$	895.00
10783	6/16/2022	Front Range Raynor	Bldg/Grnds Expenses	\$	881.00
3866	6/16/2022	InfoArmor, Inc.	Insurance-Property & Casualty	\$	870.00
3899	6/22/2022	XCEL Energy	Bldg/Grnds Expenses	\$	824.85
10803	6/29/2022	USA Blue Book	O & M Expenses	\$	779.41
10780	6/16/2022	City of Fort Collins	Dry Creek Reservoir Expenses	\$	720.00
3880	6/17/2022	Loveland Barricade	Meter Mtn and Repair	\$	691.50

10800	6/29/2022	LG Everist Inc	Sys Repairs & Maintenance	\$	684.69
10786	6/16/2022	JONES EXCAVATING	Fire Hyd Meter Deposits	\$	630.00
10781	6/16/2022	City of Longmont	Water Quality Expenses	\$	562.50
3879	6/17/2022	Napa Auto Parts	Vehicle Expenses	\$	543.21
3855	6/2/2022	Landmark EPC LLC	Capital Cost-District-West 1st Street	\$	529.10
3869	6/7/2022	COMCAST	Communication Expenses	\$	524.04
3858	6/3/2022	Badger Meter	Fire Systems(Hydrants)Exp	\$	508.03
10767	6/1/2022	EMILY CORWIN	Soil Amendment Rebates	\$	500.00
3851	6/2/2022	Poudre Valley REA	Operations - Utilities	\$	490.76
10774	6/1/2022	Rocky Mtn Quick Lube	Vehicle Expenses	\$	490.06
3908	6/29/2022	Verizon Wireless	Communication Expenses	\$	488.01
10801	6/29/2022	Running R LLC	Dry Creek Reservoir Expenses	\$	468.75
10764	6/1/2022	American Leak Detection	Sys Repairs & Maintenance	\$	450.00
10795	6/29/2022	Consolidated Home Supply Ditch	Water Resources General Eng	\$	428.40
3878	6/17/2022	B-Town Automotive	Vehicle Expenses	\$	424.85
10777	6/1/2022	USA Blue Book	O & M Expenses	\$	398.24
3913	6/30/2022	Instrument & Supply West Inc	PRV Routine Repairs	\$	376.71
3860	6/3/2022	Verizon Wireless	Communication Expenses	\$	317.46
3870	6/8/2022	Verizon Wireless	Communication Expenses	\$	316.60
3906	6/24/2022	United Power Inc	Operations - Utilities	\$	296.50
3916	6/30/2022	PIONEER	Sys Repairs & Maintenance	\$	288.79
3854	6/2/2022	Safety Services	Safety Expenses	\$	275.00
3917	6/30/2022	Safety Services	Safety Expenses	\$	275.00
3897	6/22/2022	White Sands Water Engineers Inc.	Retainage Payable-Non Pot	\$	240.00
3868	6/6/2022	CenturyLink	Communication Expenses	\$	231.65
3867	6/16/2022	InfoArmor, Inc.	Insurance-Property & Casualty	\$	217.50
3911	6/30/2022	InfoArmor, Inc.	Insurance-Property & Casualty	\$	217.50
10785	6/16/2022	Green Hills Sod Farm Inc	Sys Repairs & Maintenance	\$	215.37
3877	6/17/2022	Carlson Hammond & Paddock	Legal Expenses	\$	201.52
3909	6/29/2022	Town of Berthoud	Bldg/Grnds Expenses	\$	190.20
10797	6/29/2022	Green Hills Sod Farm Inc	Sys Repairs & Maintenance	\$	175.00

3857	6/3/2022 Jax Outdoor Gear	Uniform Expenses	\$	162.26
3900	6/22/2022 Sam's Club	Bldg/Grnds Expenses	\$	151.65
10773	6/1/2022 ReInvent LLC	Cross Con/Backflow Program	\$	147.50
3915	6/30/2022 Northern Co Water Cons Dist	Purchased Water Expenses	\$	147.30
3876	6/17/2022 Bomgaars Supply	O & M Expenses	\$	141.98
10790	6/16/2022 Rocky Mtn Quick Lube	Vehicle Expenses	\$	139.04
3902	6/23/2022 City of Loveland Water & Power	Purchased Water Expenses	\$	134.11
3875	6/17/2022 Central Weld County Water District	Purchased Water Expenses	\$	130.15
10788	6/16/2022 Matthew Dinger	Customer Refund Overpayments	\$	114.69
10770	6/1/2022 LTWD Petty Cash Fund	Office Expenses	\$	109.25
3874	6/17/2022 Jax Outdoor Gear	Uniform Expenses	\$	102.37
10775	6/1/2022 S & S Sanitation	Bldg/Grnds Expenses	\$	64.56
10779	6/16/2022 Berthoud Ace Hardware	O & M Expenses	\$	54.47
3872	6/10/2022 XCEL Energy	Operations - Utilities	\$	50.03
10789	6/16/2022 MI Sports	Uniform Expenses	\$	37.50
3898	6/22/2022 City of Loveland Water & Power	Purchased Water Expenses	\$	32.10
3901	6/24/2022 Sam's Club	Office Expenses	\$	19.56
10771	6/1/2022 MI Sports	Uniform Expenses	\$	15.00
10584	6/22/2022 Intermountain Sales of Denver Inc	Void	\$	-

<b>Total Operations</b>			<b>\$</b>	<b>943,701.04</b>
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## Payroll

2182	6/6/2022 EFTPS	Federal Withholding Tax Pay Period: 6/5/2022	\$	27,390.08
2183	6/6/2022 CDOR	CO State Withholding Tax Pay Period: 6/5/2022	\$	4,091.00
2184	6/6/2022 COLONIAL LIFE INSURANCE	Voluntary Life Pay Period: 6/5/2022	\$	440.49
2185	6/6/2022 COLORADO RETIREMENT ASSOCIATION	401 RETIREMENT Pay Period: 6/5/2022	\$	11,950.08
2186	6/6/2022 COLORADO RETIREMENT ASSOCIATION	457 RETIREMENT Pay Period: 6/5/2022	\$	8,505.50
2187	6/6/2022 Alerus	HEALTH SAVINGS ACCOUNT Pay Period: 6/5/2022	\$	2,118.38
2188	6/20/2022 EFTPS	Federal Withholding Tax Pay Period: 6/19/2022	\$	29,889.20
2189	6/20/2022 CDOR	CO State Withholding Tax Pay Period: 6/19/2022	\$	4,464.00
2190	6/20/2022 CEBT	CEBT Insurance Pay Period: 6/19/2022	\$	45,683.08
2191	6/20/2022 COLORADO RETIREMENT ASSOCIATION	401 RETIREMENT Pay Period: 6/19/2022	\$	11,950.08
2192	6/20/2022 COLORADO RETIREMENT ASSOCIATION	457 RETIREMENT Pay Period: 6/19/2022	\$	8,476.08
2193	6/20/2022 Alerus	HEALTH SAVINGS ACCOUNT Pay Period: 6/19/2022	\$	2,118.38
11727-11760	6/9/2022 Direct Deposit	Pay Period Ending 6/5/2022	\$	70,424.10
11761	6/9/2022 Martens, Edward M	May Board Meeting	\$	106.62
11762	6/9/2022 Brandt, Larry R	May Board Meeting	\$	109.31
11763	6/9/2022 Brandenburg, Steven T	May Board Meeting	\$	103.35
11764	6/9/2022 McMurtrey, Emily J	May Board Meeting	\$	101.01
11765	6/9/2022 Walker, James J	May Board Meeting	\$	109.78
11766	6/9/2022 Heiland, Ryan M	May Board Meeting	\$	98.67
11767	6/9/2022 Mutcher, Dennis	May Board Meeting	\$	99.60
11768-11801	6/23/2022 Direct Deposit	Pay Period Ending 6/19/2022	\$	75,549.30
<b>Total Payroll</b>			<b>\$</b>	<b>303,778.09</b>

**Total Cash Disbursements** \$ **1,247,479.13**

# Agenda Item Summary

Little Thompson Water District

Date: July 14, 2022

Item Number: 5.4

Staff: Angela Diekhoff, Business Manager

**Subject:**

Discussion of the Financial Reports

**Staff Recommendation:**

Staff recommends acceptance of the May Financial Reports.

**Discussion:**

**OPERATING FUND:**

Operating Revenue – We have collected \$5,624,880 which is \$608,158 more than budgeted.

Operating Costs – We have spent \$6,350,204 which is \$655,871 less than budgeted.

Operating Gain (Loss) – We have an operating loss of \$725,324 which is \$1,264,029 less than budgeted.

**NON-OPERATING FUND:**

Non-Operating Revenue – We have collected \$3,329,218 which is \$554,668 more than budgeted.

Capital Costs – District – We have spent \$3,358,468 which is \$1,708,157 less than budget.

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

Capital Costs – District	Actual YTD	YTD Budget	Annual Budget
County Rd Improvements	\$ -	\$ 30,000	\$ 200,000
Service Connection Expense	114,132	100,800	201,600
Telemetry Improvements	19,345	30,000	200,000
Small Line Abandonment	-	31,225	75,000
West 1st St	268,843	400,000	400,000
Beacon Meter Upgrade Project	9,616		-
Non-Potable System	-	45,000	45,000
Northeast Transmission Line	118,253	1,500,000	3,000,000
5MG Twin Mounds Tank Coating	863,653	825,000	825,000
Loveland/Campion Conversion	137,451	218,500	1,520,000
54 Bridge-Waterline Relocation	-	244,200	732,600
Dry Creek Feasibility	-	-	35,000
Buckhorn Pump Station	15,202	42,000	42,000
<b>Total Capital Projects</b>	<b>\$ 1,546,495</b>	<b>\$ 3,466,725</b>	<b>\$ 7,276,200</b>
Vehicle Replacement Program	46,900	90,000	90,000
Furn & Equip Replacement	2,546	7,500	10,000
Miscellaneous Equipment	22,732	23,400	39,000
Ops Equipment Replacement	20,185	55,000	55,000
<b>Total Vehicles and Equipment</b>	<b>\$ 92,362</b>	<b>\$ 175,900</b>	<b>\$ 194,000</b>
Water Rights - CBT	540,000	350,000	700,000
Water Rights - Other	1,050,000	525,000	1,050,000
Water Resources Gen Eng	86,768	150,000	300,000
Water Resources Gen Legal	35,257	99,000	200,000
Raw Water Infrastructure	7,586	300,000	950,000
<b>Total Water Rights</b>	<b>\$ 1,719,611</b>	<b>\$ 1,424,000</b>	<b>\$ 3,200,000</b>
<b>Total Capital Costs – District</b>	<b>\$ 3,358,468</b>	<b>\$ 5,066,625</b>	<b>\$ 10,670,200</b>

Capital Costs - Joint: We have spent \$373,663 which is \$682,837 less than budgeted.

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

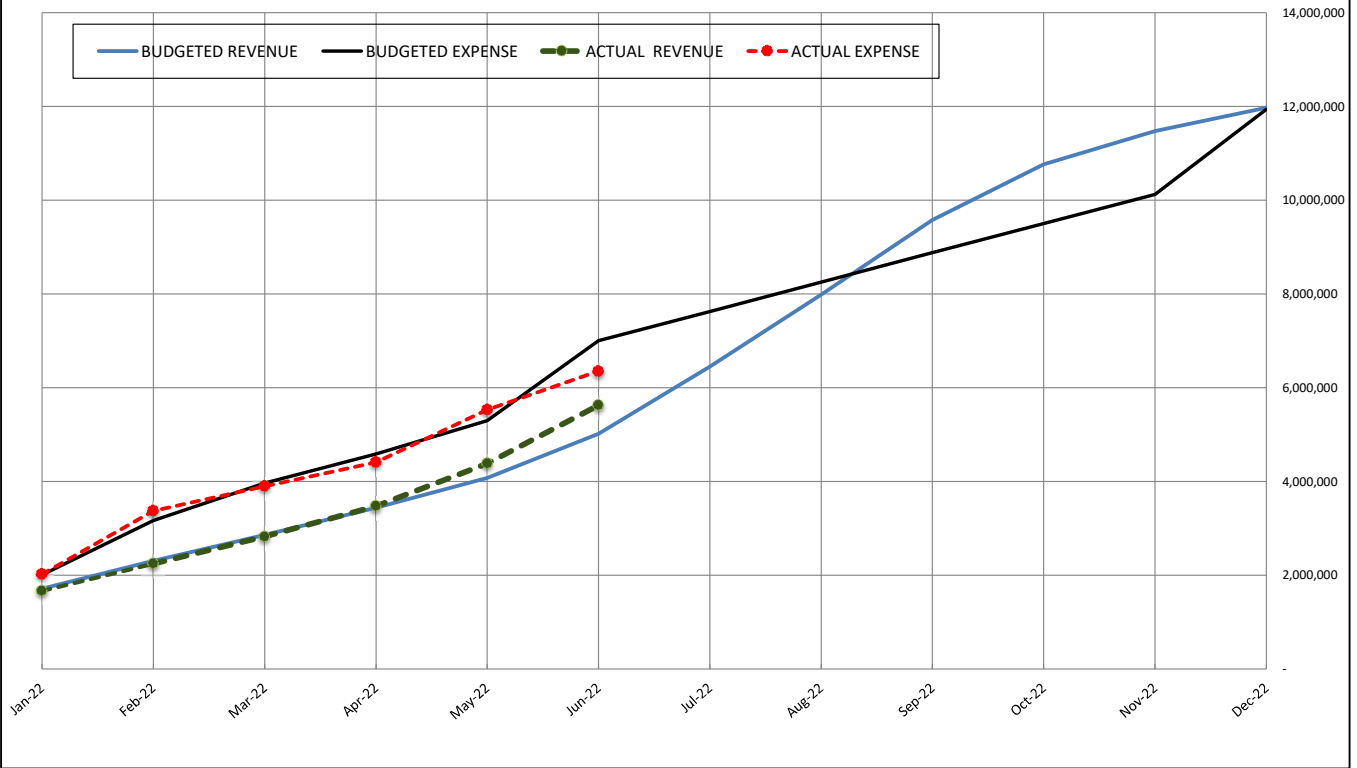
<b>Capital Costs – Joint</b>	<b>Actual YTD</b>	<b>YTD Budget</b>	<b>Annual Budget</b>
CLFP Capital Upgrades	\$ 2,440	\$ -	\$ -
CLFP Membrane Replacement	\$ 4,531	\$ -	\$ -
CLFP 7 MG Water Tank	\$ 157,146	\$ 1,056,500	\$ -
Pretreatment Design	\$ 209,546	\$ -	\$ 1,156,500
Pretreatment Construction	\$ -	\$ -	\$ 500,000
<b>Total Capital Projects</b>	<b>\$ 373,663</b>	<b>\$ 1,056,500</b>	<b>\$ 1,656,500</b>

Non-Operating Gain (Loss) – We have a net non-operating loss of \$402,913 which is \$2,945,662 less than budgeted.

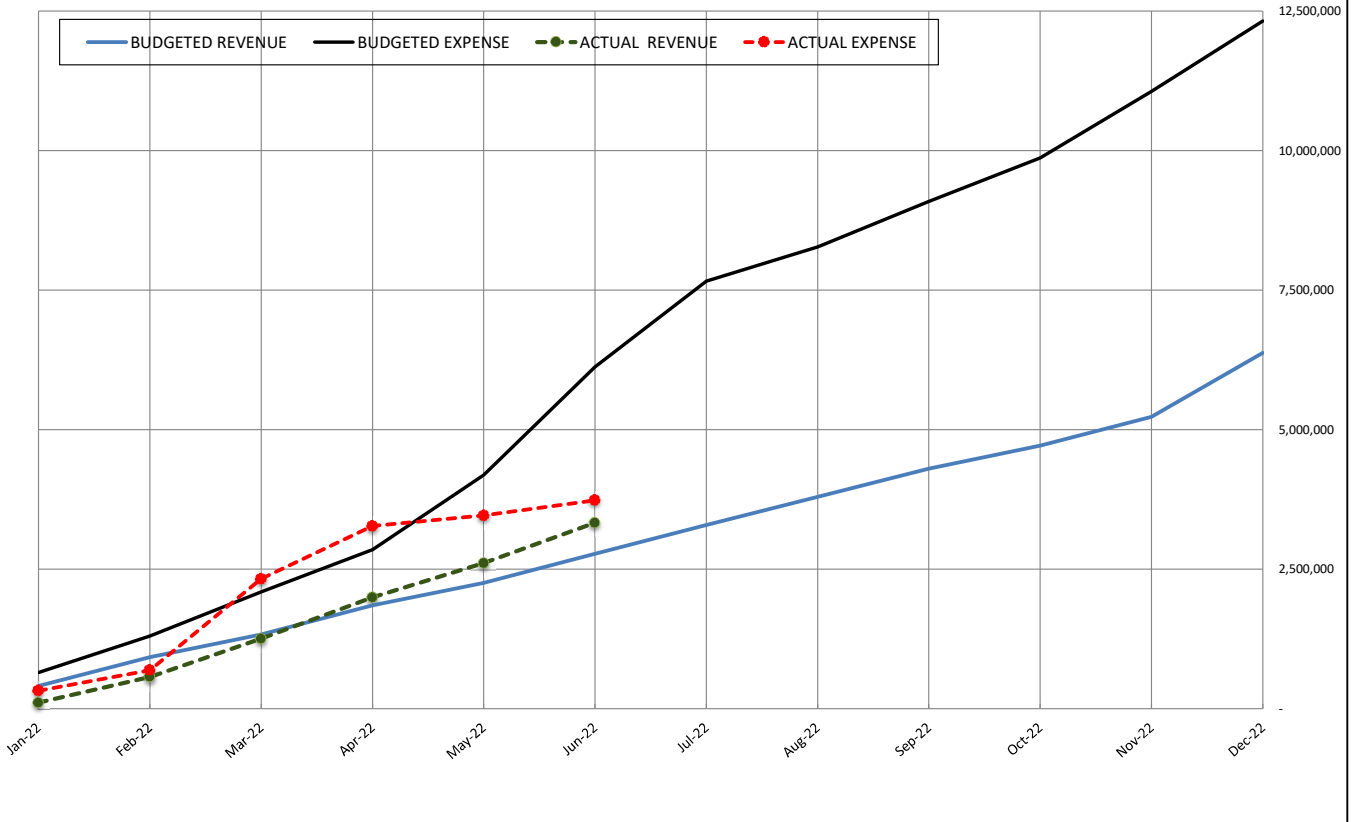
**CHANGE IN WORKING CAPITAL:**

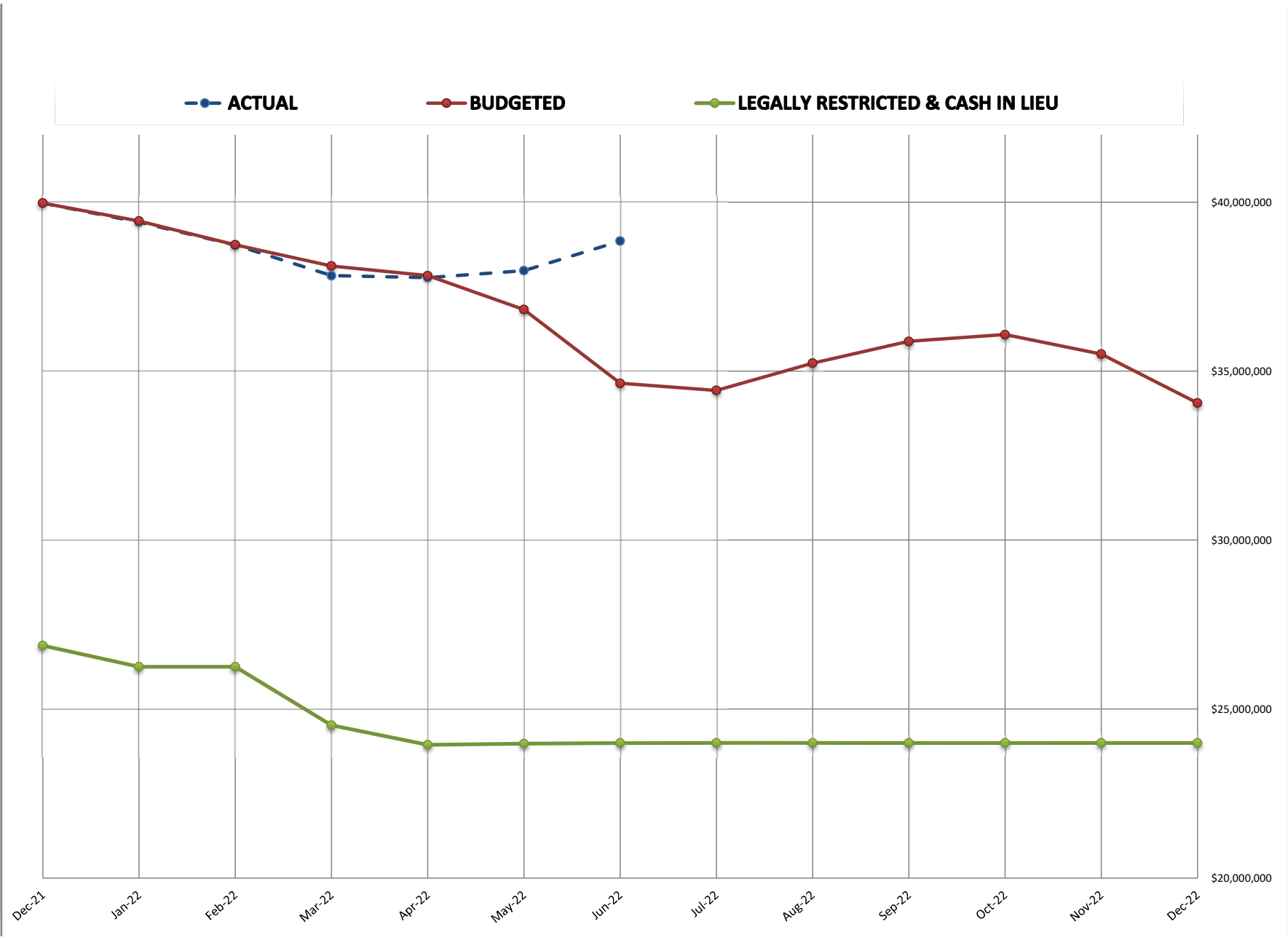
<b>Year-To-Date Change in Working Capital</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Budget/Actual Comparison</b>	<b>Approved Budget</b>
Operating Gain ( Loss)	(725,324)	(1,989,353)	1,264,029	33,842
Non-Operating Gain (Loss)	(402,913)	(3,348,575)	2,945,662	(5,952,250)
<b>Total Gain (Loss)</b>	<b>\$ (1,128,237)</b>	<b>\$ (5,337,928)</b>	<b>\$ 4,209,691</b>	<b>\$ (5,918,408)</b>

### 2022 OPERATING REVENUE & EXPENSE CUMULATIVE



### 2022 NON-OPERATING REVENUE & EXPENSE CUMULATIVE





**LITTLE THOMPSON WATER DISTRICT**

**BALANCE SHEET**

**June 30, 2022**

	Prior Month	YTD 2022	Actual 2021
<b>CURRENT ASSETS</b>			
Board Designated Reserves	\$ 16,815,470	\$ 17,303,922	\$ 15,829,002
Legally Restricted Cash	\$ 23,504,553	\$ 23,409,985	\$ 24,556,417
Cash In Lieu	\$ 472,000	\$ 585,000	\$ 2,324,600
<b>Total Cash &amp; Cash Equivalents</b>	<b><u>\$ 40,792,023</u></b>	<b><u>\$ 41,298,907</u></b>	<b><u>\$ 42,710,019</u></b>
<b>ACCOUNTS RECEIVABLE</b>			
A/R - Water Revenue	\$ 880,534	\$ 1,159,489	\$ 657,667
A/R - Misc Revenue	\$ 113,820	\$ 59,689	\$ 272,111
Accrued Int Receivable	\$ 450	\$ 4,280	\$ 3,798
Projects Passthrough Projects	\$ 47,945	\$ 82,813	\$ 4,624
<b>Total Accounts Receivable</b>	<b><u>\$ 1,042,749</u></b>	<b><u>\$ 1,306,270</u></b>	<b><u>\$ 938,200</u></b>
<b>OTHER ASSETS</b>			
Inventory	\$ 296,625	\$ 298,091	\$ 253,008
Prepaid Expenses	\$ 24,705	\$ 24,705	\$ 24,705
<b>Total Other Assets</b>	<b><u>\$ 321,330</u></b>	<b><u>\$ 322,796</u></b>	<b><u>\$ 277,713</u></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><u>\$ 194,823,819</u></b>	<b><u>\$ 194,823,819</u></b>	<b><u>\$ 194,823,819</u></b>
<b>Total Assets</b>	<b><u>\$ 236,979,920</u></b>	<b><u>\$ 237,751,791</u></b>	<b><u>\$ 238,749,751</u></b>
<b>CURRENT LIABILITIES</b>			
A/P - Supplies	\$ 735,154	\$ 635,967	\$ 682,685
Wages Payable	\$ 643,487	\$ 641,725	\$ 464,730
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><u>\$ 2,517,188</u></b>	<b><u>\$ 2,416,239</u></b>	<b><u>\$ 2,285,961</u></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><u>\$ 32,627,215</u></b>	<b><u>\$ 32,627,215</u></b>	<b><u>\$ 32,627,215</u></b>
<b>Total Liabilities</b>	<b><u>\$ 35,144,403</u></b>	<b><u>\$ 35,043,454</u></b>	<b><u>\$ 34,913,176</u></b>
<b>NET ASSETS</b>			
NET ASSETS	\$ 203,836,574	\$ 203,836,574	\$ 197,181,633
Net Revenue Over Expenses	\$ (2,001,057)	\$ (1,128,237)	\$ 6,654,941
<b>Total Equity</b>	<b><u>\$ 201,835,517</u></b>	<b><u>\$ 202,708,338</u></b>	<b><u>\$ 203,836,574</u></b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b><u>\$ 236,979,920</u></b>	<b><u>\$ 237,751,791</u></b>	<b><u>\$ 238,749,751</u></b>

**LITTLE THOMPSON WATER DISTRICT  
INCOME AND EXPENSE SUMMARY  
FOR MONTH ENDING June 30, 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	298,925	287,650	11,275	1,759,007	1,688,822	70,185	3,449,772
Water Revenue Tier I	145,299	126,650	18,649	632,106	590,850	41,256	1,340,575
Water Revenue Tier II	301,062	176,900	124,162	683,685	437,020	246,665	1,869,825
Water Revenue Tier III	168,706	117,400	51,306	326,253	232,400	93,853	1,328,350
Water Revenue Tier IV	139,239	112,800	26,439	482,573	477,700	4,873	1,375,775
Water Revenue Tier V	95,566	51,600	43,966	214,542	144,200	70,342	762,400
Water Surcharge	-	-	-	-	-	-	40,000
Water Revenue Wholesale	39,895	35,000	4,895	135,488	167,000	(31,512)	342,000
Water Revenue Rental	12,037	-	12,037	47,129	-	47,129	35,000
Bulk Water Revenue	36,442	30,000	6,442	149,880	95,000	54,880	218,000
Other Revenue	5,300	5,575	(275)	39,216	28,730	10,486	55,985
Windy Gap Firing Passthrough	-	-	-	1,155,000	1,155,000	-	1,155,000
<b>Total Operating Revenue</b>	<b>1,242,471</b>	<b>943,575</b>	<b>298,896</b>	<b>5,624,880</b>	<b>5,016,722</b>	<b>608,158</b>	<b>11,972,682</b>
<b>OPERATING EXPENSES</b>							
Water Treatment	138,875	113,115	25,760	784,390	649,445	134,945	1,488,322
System Maintenance	82,538	82,850	(312)	341,573	499,300	(157,727)	960,350
Administration and General	49,109	50,725	(1,616)	416,429	508,697	(92,268)	842,682
Engineering	9,570	25,375	(15,805)	37,279	104,124	(66,845)	200,210
Assessments	2,360	600	1,760	1,909,232	1,994,400	(85,168)	1,998,000
Joint Operations	2,844	1,150	1,694	18,803	18,150	653	26,275
St Vrain Authority Operations	-	-	-	-	60,000	(60,000)	60,000
Wages & Benefits	300,487	327,012	(26,525)	2,139,195	2,063,657	75,538	4,025,697
Bond & Loan Payments	237,328	1,108,302	(870,974)	703,303	1,108,302	(404,999)	2,337,304
<b>Total Operating Expenses</b>	<b>823,111</b>	<b>1,709,129</b>	<b>(886,018)</b>	<b>6,350,204</b>	<b>7,006,075</b>	<b>(655,871)</b>	<b>11,938,840</b>
<b>Operating Gain(Loss)</b>	<b>419,360</b>	<b>(765,554)</b>	<b>1,184,914</b>	<b>(725,324)</b>	<b>(1,989,353)</b>	<b>1,264,029</b>	<b>33,842</b>
<b>NON OPERATING REVENUE</b>							
Plant Investment Fees	511,400	260,000	251,400	2,325,100	1,560,000	765,100	3,120,000
Cash in Lieu of Water Rights	113,000	87,500	25,500	504,600	525,000	(20,400)	1,050,000
NonRes Cash in Lieu of Water	-	100,000	(100,000)	-	300,000	(300,000)	700,000
Water Resource Fee	48,000	24,000	24,000	210,000	144,000	66,000	288,000
Tap Installation Revenue	31,600	18,000	13,600	129,910	108,000	21,910	216,000
Interest Income	18,308	12,500	5,808	76,149	75,000	1,149	150,000
Native Water Dedication Fee	-	-	-	-	6,000	(6,000)	24,000
Gain (Loss) Sale of Asset	-	7,500	(7,500)	-	7,500	(7,500)	7,500
Contrib Water Court	-	-	-	-	-	-	-
Capital Investment/Impact Fee	-	-	-	-	-	-	-
Passthrough Revenue	-	-	-	-	-	-	732,600
Other Fees	2,330	12,300	(9,970)	83,458	49,050	34,408	86,350
Windy Gap Firing Project	-	-	-	-	-	-	-
Windy Gap Firing Assessments	-	-	-	-	-	-	-
<b>Total Non Operating Revenue</b>	<b>724,638</b>	<b>521,800</b>	<b>202,838</b>	<b>3,329,218</b>	<b>2,774,550</b>	<b>554,668</b>	<b>6,374,450</b>
<b>NON OPERATING EXPENSES</b>							
Capital Improvements - District	242,342	943,275	(700,933)	1,546,495	3,466,725	(1,920,230)	7,276,200
Vehicles & Equipments Costs	(6,909)	7,800	(14,709)	92,362	175,900	(83,538)	194,000
Water Right Purchases	-	875,000	(875,000)	1,590,000	875,000	715,000	1,750,000
Water Rights - Windy Gap	-	-	-	-	-	-	-
Water Rights Adjudication	24,184	91,500	(67,316)	129,611	549,000	(419,389)	1,450,000
St Vrain Authority Treatment	-	-	-	-	-	-	-
<b>Total Capital Costs - District</b>	<b>259,617</b>	<b>1,917,575</b>	<b>(1,657,958)</b>	<b>3,358,468</b>	<b>5,066,625</b>	<b>(1,708,157)</b>	<b>10,670,200</b>
Capital Improvements - Joint	11,561	20,000	(8,439)	373,663	1,056,500	(682,837)	1,656,500
<b>Total Non Operating Expenses</b>	<b>271,178</b>	<b>1,937,575</b>	<b>(1,666,397)</b>	<b>3,732,131</b>	<b>6,123,125</b>	<b>(2,390,994)</b>	<b>12,326,700</b>
<b>Non Operating Gain(Loss)</b>	<b>453,460</b>	<b>(1,415,775)</b>	<b>1,869,235</b>	<b>(402,913)</b>	<b>(3,348,575)</b>	<b>2,945,662</b>	<b>(5,952,250)</b>
<b>Net Revenue Over Expenses</b>	<b>872,820</b>	<b>(2,181,329)</b>	<b>3,054,149</b>	<b>(1,128,237)</b>	<b>(5,337,928)</b>	<b>4,209,691</b>	<b>(5,918,408)</b>

# Agenda Item Summary

Little Thompson Water District

Date: July 14, 2022

Item: 6.1

Staff: Amber Kauffman, District Manager

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

**Staff Recommendation:** Informational only

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The CLFP board packet was not ready prior to the publication of this agenda item; however, Stan, Rick, Josh and I met on July 5 to discuss issues at the plant. A summary of the discussion is below. More information may be provided after the CLFP Board meeting.

### **July 4 Outage**

The afternoon of July 4 a PLC in the South Plant went down due to a digital output card failure. The outage was thankfully short-lived as the plant had one backup card that was used to replace the failed one; however, the lead time for a new card is January 2023. Rick (and Stan and I) is concerned about availability of parts and the age of the controls system. Additionally, two of the three controls consultants the plant uses were on vacation.

### **Dry Creek Reservoir Water**

CLFP started using Dry Creek Reservoir water on July 6. MIB and Geosmin levels were uncharacteristically low at the end of June but CLFP was planning on weekly testing through the lab at the City of Loveland. Water quality in Dry Creek is substantially higher in the following categories as compared to Carter Lake: Sulfate, alkalinity, conductivity, pH, and hardness. Discussion returned to using copper sulfate to reduce the algae issues and thereby reduce the MIB/Geosmin levels. I am somewhat reserved, but asked Rick and Josh to do some homework and let us know how they would like us to move forward. Subsequent to the start of pumping, on July 7 the surge tank faulted, and pumping stopped. Pumping was scheduled to resume on July 12.

### **5 MG Concrete Tank**

The final structural report came in for the concrete tank. The report did not identify any structural issues but rather identified some maintenance items and recommended scheduling a thorough condition assessment by a qualified precast concrete tank specialty contractor. The report also recommended regular inspection and documentation of cracks, inlet and outlet pipes, roof repair conditions, roof railing and ladders. A copy of the report is available if any director wishes to have a copy.

Separately the 5 MG concrete tank needs a new doghouse over the valve for the inlet on the tank. The existing one does not allow easy access and use of the valve. Rick requested a quote for the doghouse and received one for \$18,744.



### **Pretreatment**

Josh presented his DAF pilot system report to the group. His recommendation is to construct a 30 MGD DAF pretreatment plant with three trains of 10 MGD each. Josh will be presenting his results and recommendations to the board at our meeting.

# Agenda Item Summary

Little Thompson Water District

Date: July 14, 2022

Item: 6.2

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 SVWA had a board meeting on June 13, and a subsequent meeting June 17. The meeting for July 11 was cancelled. The following is a summary of the meeting on June 13 and email update on construction from David Lindsay.

The board reviewed and adopted purchasing policies to give direction for the procurement of goods and services for the Authority staff and board.

The board also reviewed work orders for CorKat for firewall purchases, laptop purchases, and low voltage wiring. The firewall purchases work order was not approved and was deferred to a special meeting that was held on June 17 due to duplicative information from a prior work order. The other two work orders were reviewed and approved unanimously.

The board had an update on the website, vendor account set up, and building and site security. The board decided to request CorKat to provide a work order to address site security. Additionally, the board decided to continue to have meetings at the Town Hall instead of the plant due to access issues. The vendor accounts are nearly all set up but they are waiting on a few W-9 forms. Additionally, we are paying taxes on materials as the State has not issued the tax-exempt ID.

The update on the construction of the plant is as follows:

- The facility will need a temporary certificate of occupancy in order to allow delivery of chemicals. The fire department is requiring this.
- The facility is near completion with mid-August being the current target. Startup will take 4-6 weeks and delivery of treated water is now not expected until the end of September at the earliest.
- Permanent power is at the building, they were previously working on temporary power service.
- The exterior work that remains are the controls for the injection pump/well.
- The Authority was issued the letter from the EPA allowing injection.

# Agenda Item Summary

Little Thompson Water District

Date: July 14, 2022

Item: 6.3

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) – NRCS is getting official approval signatures for their design review of the project. After their design review is completed and all signatures are obtained, full funding will be in place for the current budget of \$24Million. NRCS is funding approximately 54% of the total project costs. Northern Water has already issued an early construction work notice to proceed in the amount of \$1.2 million. Due to the delay in NRCS, it is likely that the work will extend into 2023 and add cost to the project. The total increase is unknown at this time.

Chimney Hollow –Generally, the project continues to fall within the early completion schedule meaning that the critical path items are on schedule. The general excavation of the dam resulted in more than budgeted rock excavation and less than anticipated general excavation with an overall budget overrun of \$5 to \$10 million. The contingency fund was originally \$49 million, but the delays and current change orders have left approximately \$26 million prior to dealing with the rock overrun issues.

Dam excavation is nearly 70% complete and the quarry and aggregate processing plant are ready to begin producing aggregate for the asphalt and for the dam



*Construction as of July 5*

embankment. The downstream portal construction has approximately 200 feet of the 600 feet completed. The Bald Mountain Tunnel connection valve was to be installed on July 6 and the valve house foundation and floor construction is underway.

The project hosted a community day for the neighbors to air any issues regarding the construction. The event was well attended and had very few complaints. The traffic issues anticipated appear to not be a problem.

WGFP Enhancement Donor Fund Advisory Committee - The Advisory Committee met May 20. The meeting produced progress on the establishment of criteria for funding of projects. The goal is to have a finalized set of grading criteria for funding of projects by October. There is no clear way to engage the participants in the review of the projects in a timely manner but Northern will continue to define how this can be accomplished.

#### WGFP Mitigation Enhancements

The Nutrient Reduction Plan was submitted to the Bureau of Reclamation on June 30 for their review. There are several ideas that Northern has to assist in mitigating nutrient loading into the three lakes system (Grand Lake, Shadow Mountain Lake, and Granby Lake). Northern is hoping to have a feasibility level cost estimate for improvements to wastewater plants to assist in the nutrient reduction by the end of the year.

# Agenda Item Summary

Little Thompson Water District

Date: July 14, 2022

Item: 6.4 Public Hearing Action Item

Staff: Judy O'Malley, Administrative Assistant

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**Subject:** LTWD Larimer County Inclusions – Resolution 2022-19  
LTWD Weld County Inclusions - Resolution 2022-20  
LTWD Larimer County Exclusions – Resolution 2022-21

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

---

**Discussion:** The inclusions 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 2022-19**

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: 1270 Boston, LLC, A Colorado LLC  
Parcel Number: 9402112001  
Property Address: 4315 Hawg Wild Rd., Loveland, CO 80537  
Legal Description: LOT 1, FLOYD HICKS SUBDIVISION, AMENDED PLAT OF A PORTION OF LOT 6 (2002068707), COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: 1270 Boston, LLC, A Colorado LLC  
Parcel Number: 9402111001  
Property Address: N/A  
Legal Description: OUTLOT A, REPLAT LOTS 5 & 12, FLOYD HICKS SUB, COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Nicholas Brace  
Parcel Number: 9436300037  
Property Address: N/A  
Legal Description: POR OF SW 1/4, 36-4-69 DESC: COM AT SW COR, N 890 FT, N 85 37' E 531.50 FT, N 89 8' E 288.2 FT, N 69 36' E 216.6 FT, N 19 13' E 207.95 FT TPOB, N 19 13' E 175.05 FT, N 49 43' E 363.5 FT, E 161 FT, S 563.82 FT, N 78 51' 5, COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Eli W. Craig  
Parcel Number: 9402209002  
Property Address: 1004 42<sup>nd</sup> St. SW, Loveland, CO 80537  
Legal Description: Lot 1, CRAIG JONES MLD (20160065561), COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Carol Ann Foster  
Parcel Number: 0512209001  
Property Address: 7889 Piedras Pl., Loveland, CO 80538  
Legal Description: LOT 1, RED RIDGE MINOR LAND DIVISION #02-S1914 (2002048315), COUNTY OF LARIMER, STATE OF COLORADO

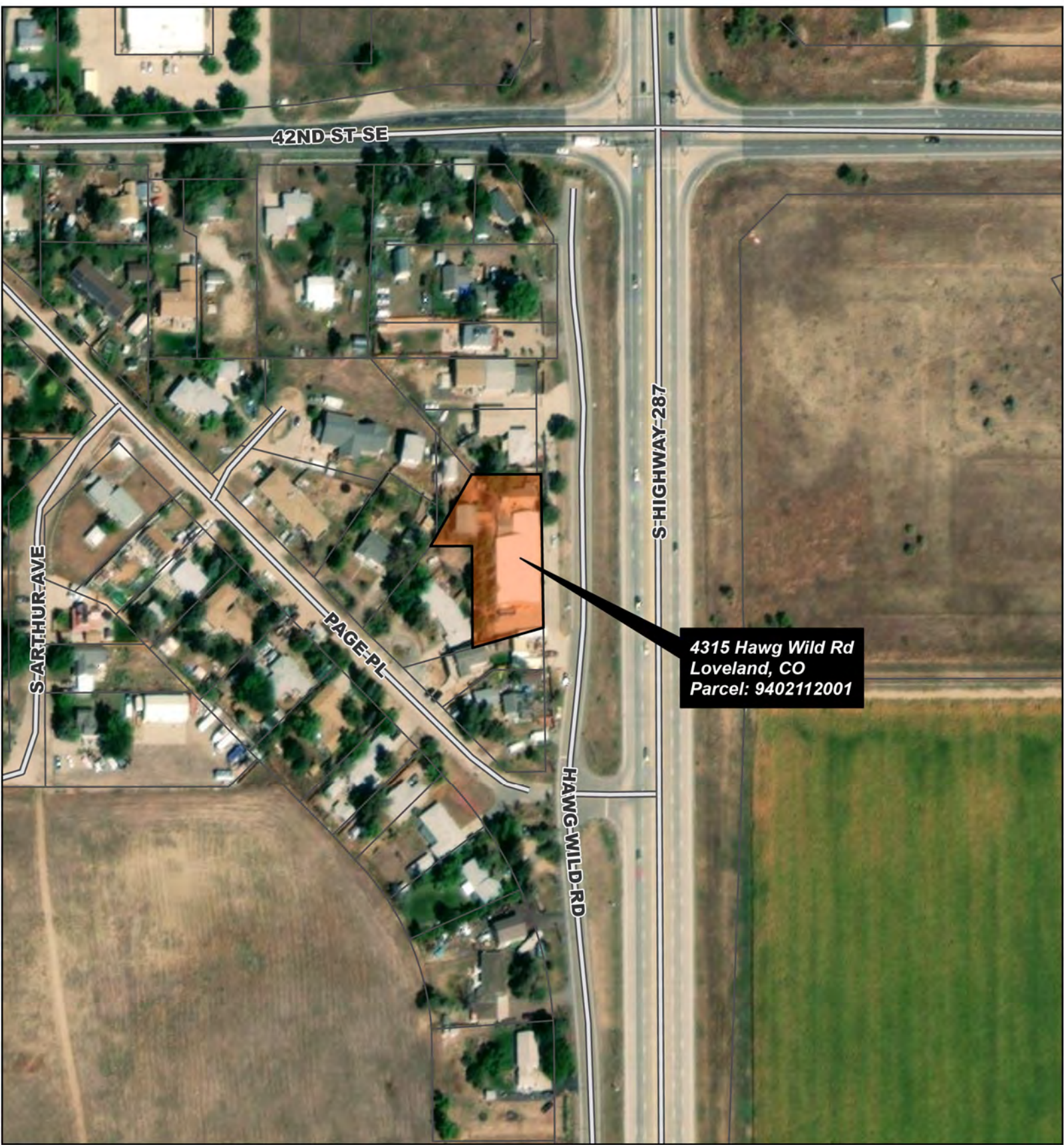
for the inclusion of their properties in said District. It is resolved that the President and Secretary of the District do any and all things necessary to include such properties into the District."

"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 July 14, 2022."

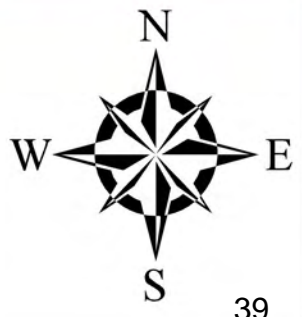
\_\_\_\_\_  
President

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

[SEAL]



**LTWD INCLUSION:  
1270 BOSTON LLC**





Hawg Wild Rd  
Loveland, CO  
Parcel: 9402111001

**LTWD INCLUSION:  
1270 BOSTON LLC**







S36 T04 R69  
Berthoud, CO  
Parcel: 9436300037

S-COUNTY-ROAD-15

BREHM-RD

W-COUNTY-ROAD-2

N-COUNTY-LINE-RD

E-COUNTY-ROAD-2

# LTWD INCLUSION: NICHOLAS BRACE





1004 42nd St SW  
Loveland, CO  
Parcel: 9402209002

CANDLE-ST

42ND-ST-SW

S-COUNTY-ROAD-15H

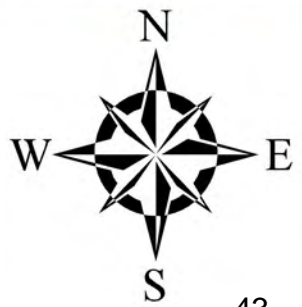
# LTWD INCLUSION: ELI CRAIG





7889 Piedras Pl  
Loveland, CO  
Parcel: 0512209001

# LTWD INCLUSION: CAROL ANN FOSTER



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

**RESOLUTION 2022-20**

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: Stephanie Boyer & Jacob Boyer  
Parcel Number: 120709411006  
Property Address: 425 Dillingham Ave., Mead, CO 80542  
Legal Description: MEA 25368-A E72' L18-20-22-24 BLK10 425 DILLINGHAM AV MEAD 80542, COUNTY OF WELD, STATE OF COLORADO

Property Owner: Tammy Brown Calhoon  
Parcel Number: 095718104005  
Property Address: 27400 Hopi Trl., Loveland, CO 80534  
Legal Description: IS4-5 L5 BLK4 INDIANHEAD SUB, COUNTY OF WELD, STATE OF COLORADO

Property Owner: Nestor Daniel Collazo Roman & Monica Villagran-Collazo  
Parcel Number: 095717300026  
Property Address: N/A  
Legal Description: PT SW4 17-5-67 COMM SW SEC COR TH N00D09E 1608.9 TO TPOB TH N00D09E 1045.12 N89D43E 1766.88 S30D42W 1228.91 N89D50W 1142.34 TO TPOB, COUNTY OF WELD, STATE OF COLORADO

Property Owner: James D. Hovey & Kimberly A. Hovey  
Parcel Number: 095717300027  
Property Address: N/A  
Legal Description: PT SW4 17-5-67 COMM SW SEC COR TH N00D09E 922.31 TO TPOB TH N00D09E 626.59 S89D50E 1142.34 S16D46E 1414.53 N80D11W 140.46 N82D23W 521.14 N85D03W 146.86 TH 429.57 ALG TAN CRV CONCAVE NE (R=568.48 CH=N63D24W) TH N41D45W 431.61 N37D26W 145.53 TO TPOB, COUNTY OF WELD, STATE OF COLORADO

Property Owner: Jeremy Orr & Vanessa Vergara  
Parcel Number: 120735426059  
Property Address: 12474 Shore View Dr., Firestone, CO 80504  
Legal Description: Lot 59 Block 8 BAREFOOT LAKES FG #1, COUNTY OF WELD, STATE OF COLORADO

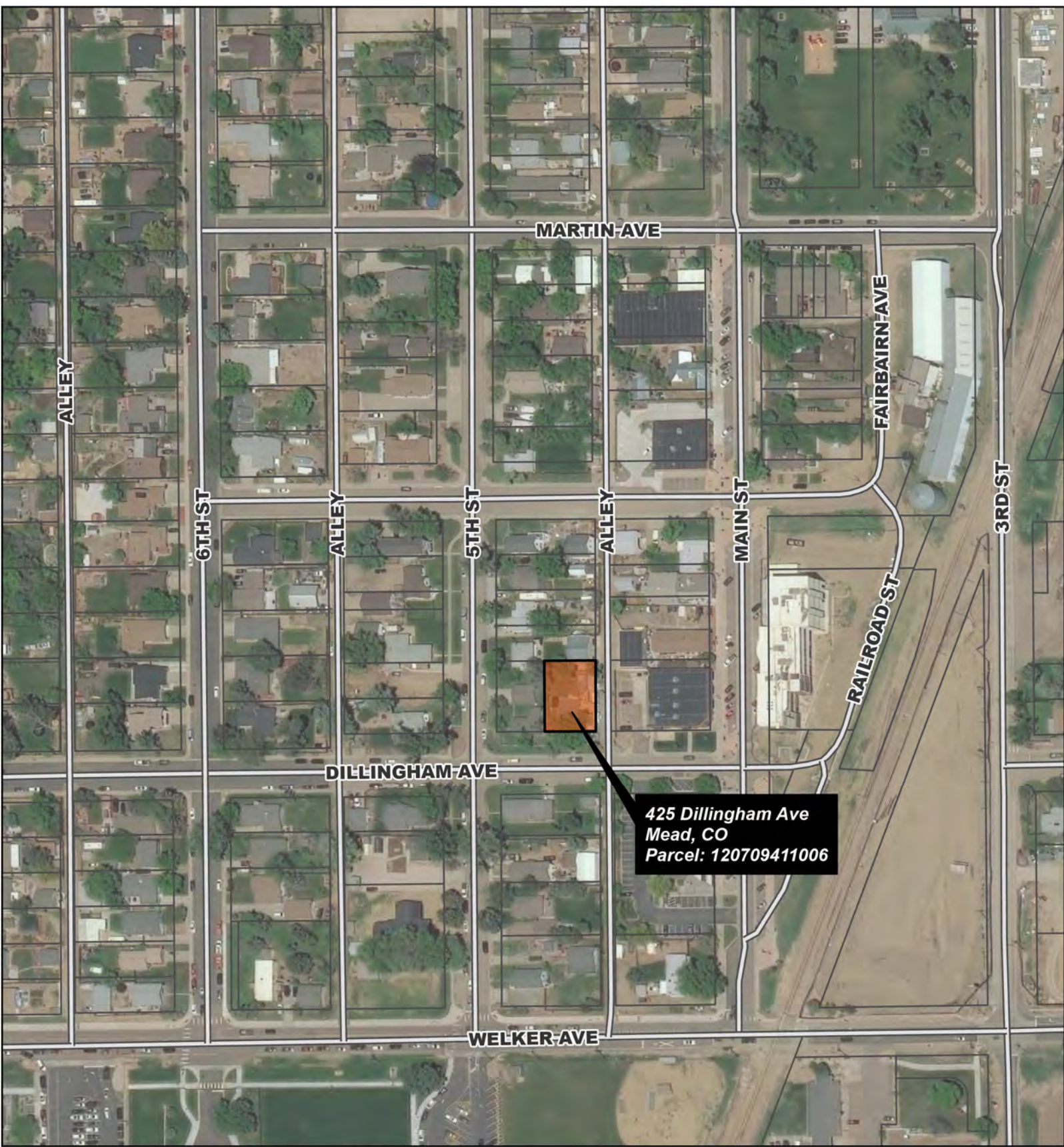
for the inclusion of their properties into said District. It is resolved that the President and Secretary of the District do any and all things necessary to include such properties into the District."

"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 July 14, 2022."

\_\_\_\_\_  
President

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

[SEAL]



# LTWD INCLUSION: STEPHANIE & JACOB BOYER





27400 Hopi Trail  
Loveland, CO  
Parcel: 095718104005

**LTWD INCLUSION:  
TAMMY BROWN  
(CALHOON)**





Hwy 34 & WCR 15  
Johnstown, CO  
Parcel: 095717300026

# LTWD INCLUSION: NESTOR & MONICA COLLAZO



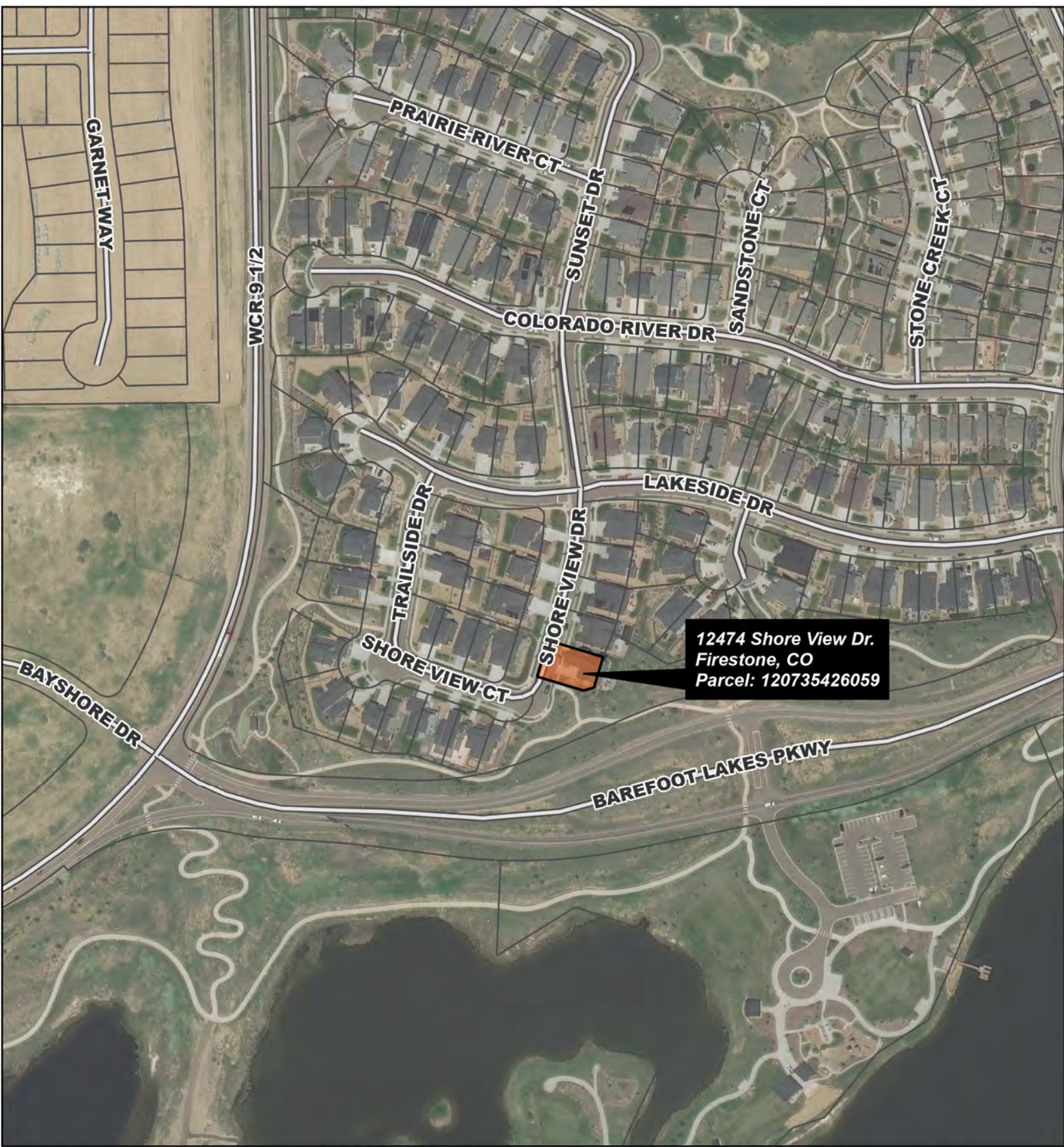


Hwy 34 & WCR 15  
Johnstown, CO  
Parcel: 095717300027

# LTWD INCLUSION: JAMES & KIMBERLY HOVEY







**LTWD INCLUSION:  
JEREMY ORR &  
VANESSA VERGARA**



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

**RESOLUTION 2022-21**

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: Antoinette M. Ague  
Parcel Number: 9527213013  
Property Address: 1738 S. Juliana Ave., Loveland, CO 80537  
Legal Description: LOT 13, BLK 3, JOHNSON ESTATES 1ST SUB, LOV, COUNTY OF LARIMER, STATE OF COLORADO

Property Owner: Ryan Gulch Ranch LLC  
Parcel Number: 9527000001  
Property Address: 1532 S. County Rd. 17C, Loveland, CO 80537  
Legal Description: ALL 27-5-69; LESS RES AT B 1933 P 307 & RD, LESS 1041-143, LESS NW OF NW LY N OF PAR IN 1041-143, LESS 1199-478; LESS COM AT NE COR OF NW OF NE 27-5-69, N 89 27' W 746.35 FT, S 59 22' W 77.25 FT TPOB, S 59 22' W 49.43 F, COUNTY OF LARIMER, STATE OF COLORADO

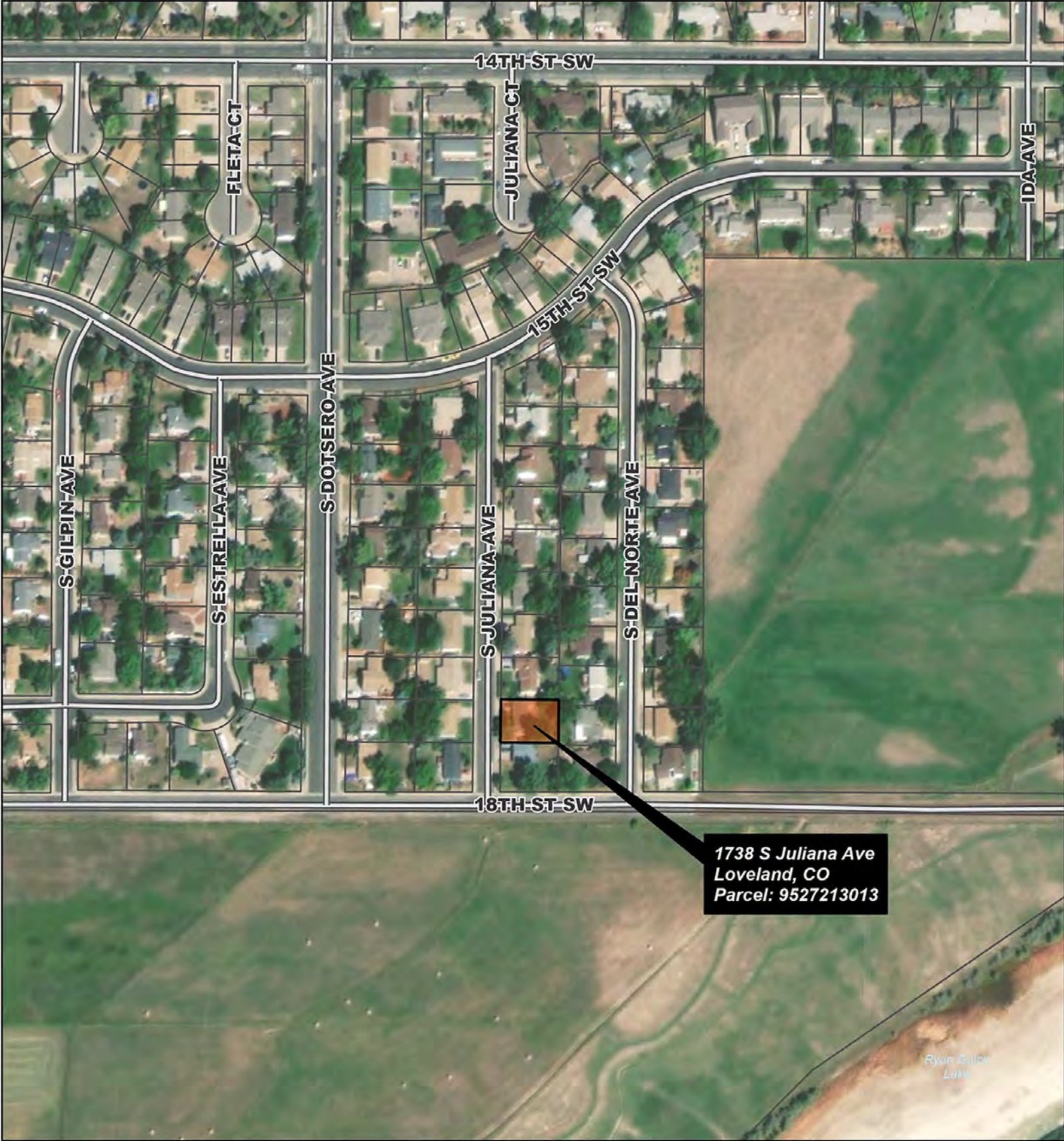
for the exclusion of their properties from said District. It is resolved that the President and Secretary of the District do any and all things necessary to exclude such properties from the District."

"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 July 14, 2022."

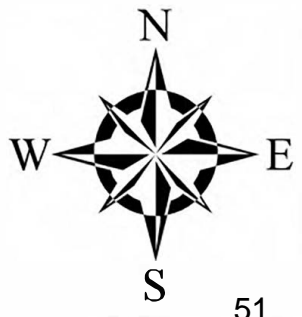
\_\_\_\_\_  
President

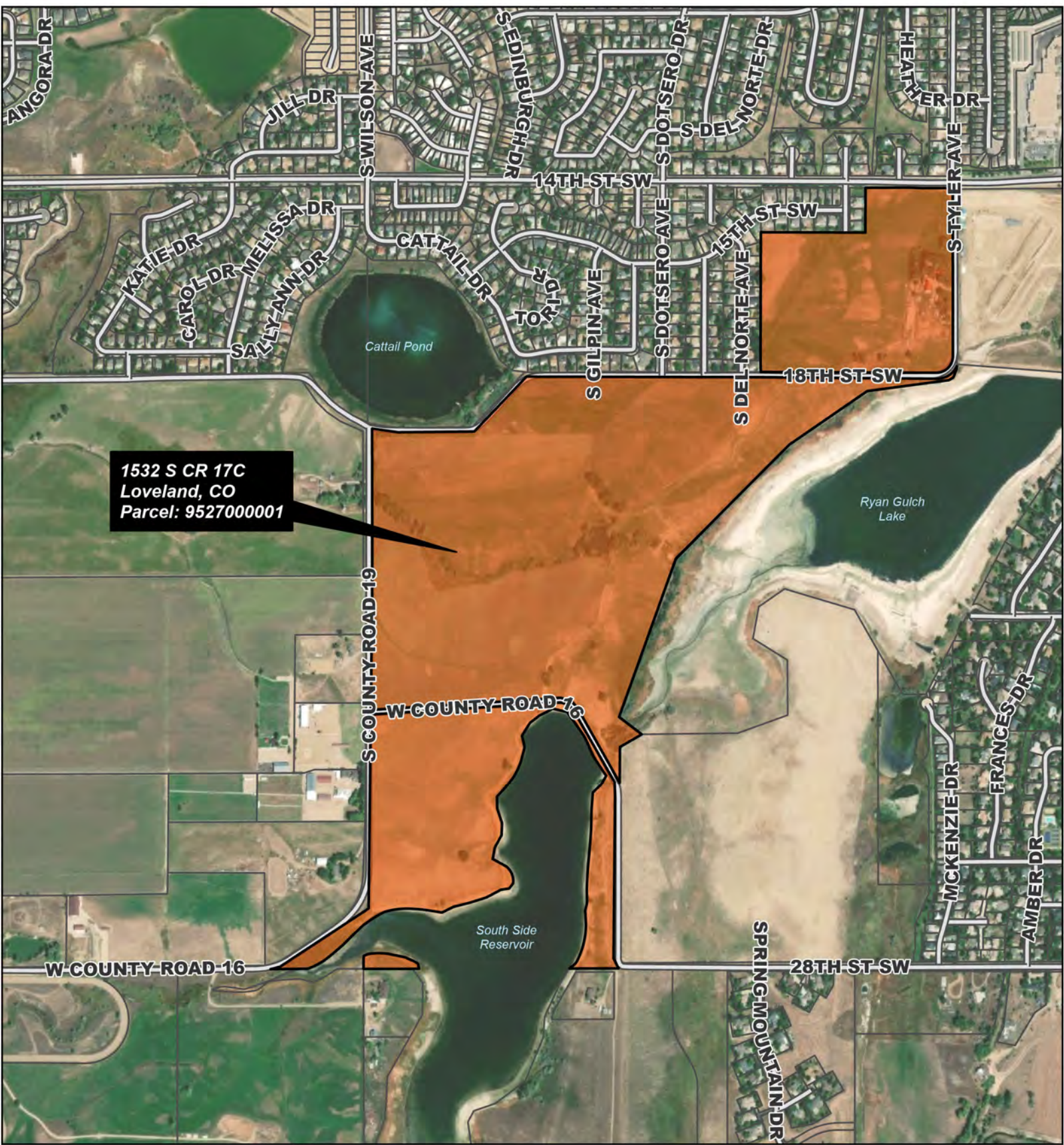
Attest: \_\_\_\_\_  
Secretary

[SEAL]



# LTWD EXCLUSION: ANTOINETTE AGUE





1532 S CR 17C  
Loveland, CO  
Parcel: 9527000001

# LTWD EXCLUSION: RYAN GULCH RANCH LLC



# Agenda Item Summary

## Little Thompson Water District

Date: July 14, 2022

Item Number: 6.5 - Request to Fund Improvements at LCR 8 and LCR 21

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

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**Subject:** Proposed Larimer County Traffic Circle (roundabout) at LCR 8 & 21 and LTWD Existing Infrastructure

**Staff Recommendation:** Staff requests approval as further described below.

---

### Discussion:

#### Project Background:

Larimer County has recently announced plans to reconstruct the intersection of CR 8 & CR 21 with a traffic circle (roundabout) intended to improve intersection safety. In addition, the large and increasing number of accidents at this intersection, has motivated the County to pursue a very aggressive schedule with their desire to begin reconstruction of the intersection as early as this fall. As a result, utility owners in the area are being required to relocate their infrastructure, as soon as possible.

The District's infrastructure at this intersection is predominantly asbestos cement (AC) pipe dating back to 1964 with 6-inch AC waterlines on the north, south and west, along with a relatively new (2017) PVC waterline to the east. In addition, a small 1-1/2" waterline currently serves five homes to the west.



Ideally, the aging AC waterlines would be replaced, along with transferring the existing five services to a suitable mainline. However, given the current escalated costs for materials and labor, full replacement costs could reach \$500,000 - \$600,000. Therefore, staff is evaluating various options on how best to move forward which may include:

1. Do nothing with the exception of removing the existing fire hydrant on the northwest corner of the intersection.
2. Leave the existing AC mainlines in place, relocate the existing fire hydrant, relocate various valves to a more suitable location and transfer the existing five residential services to the adjacent 6-inch AC main.
3. Full replacement of approximately 2,200 feet of existing 6-inch AC mainline, along with transfer of the existing five services to a new main.

Staff has engaged a consultant to prepare design documents, beginning with a budget level cost estimate to aid in the decision process regarding how best to proceed. The consultant will not proceed beyond the cost estimate if full replacement (option 3) is not the chosen option.

Staff Request:

The reconstruction of the subject intersection by Larimer County was unknown until recently and therefore not budgeted for 2022. However, it is prudent to consider replacement of aging AC infrastructure when opportunities arise. This is particularly true regarding traffic circles which pose unique challenges with valve placement and access, access in general for repairs, along with additional concrete and landscaping features inherent to a traffic circle, making future waterline repairs substantially more expensive.

In consideration of the above, staff requests board approval to allocate funds up to \$600,000 for District infrastructure improvements at the subject intersection, as deemed warranted by staff through the evaluation of various project options including full replacement.

# Agenda Item Summary

Little Thompson Water District

Date: July 14, 2022

Item: 6.6 Over User Contact Letters

Staff: Angela Diekhoff-Business Manager

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**Subject:** Letters sent to Customers regarding overuse on Allotment

**Staff Recommendation:** For Information.

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**Discussion:**

Attached you will find different types of letters that our Water Conservation Specialist, Holly Suess, has started sending out to our over user customers. This is a team effort with our Customer Service Reps (CSR) and Holly to identify customers that are going over their yearly allotment. Most of the time our CSR's will come across a customer that is an over user, either through phone calls, applying payments or during the billing process. They will then notify Holly. Our CSR team runs a monthly Allotment report as well to watch for over users. Holly then starts the education process regarding allotments, reaching out to the customers verbally, by email and/or by mail.

The first form of notification occurs when we receive notice from a title company that a customer is selling their property and a new owner is purchasing the property. We review the account and if there is a history of overuse we send an Acknowledgement of Annual usage letter along with the Domestic Water Agreement to the title company for the new owners to sign and return to LTWD. Along with this notice, the new customers will receive a new homeowner packet in the mail/email that also explains their allotment, Eye on Water, and payment options. We have sent out 50 of these in the past year.

The second form is a Notice of Annual Allotment. We have currently only sent out one of these letters to a customer, who had originally signed the Acknowledgement of Annual Usage at time of closing. Holly has made numerous attempts to reach the customer by calling and emailing the customer without getting any type of response or changes in their habits. This form notifies them that if in two consecutive years they continue to exceed their water allotment, there are options to become compliant, either by modifying their usage, paying cash-in-lieu for additional raw water allocation, or dedicating raw water rights.

The third and fourth form is related to the Action Level Yellow, this is when we receive notice either from a LTWD employee or neighbor reporting a customer that is violating watering restrictions. First is a Water Restriction Notice to make sure they are aware of the restrictions and then if they are still not complying we send out a warning. Both forms have a reminder of their annual water allotment.

The fifth form is an Allocation Assignment form. This form is used when a customer has decided to adjust their annual water usage, and/or upsize their tap size, by either paying cash-in-lieu or has dedicated raw water rights. We have had seven of these this year.

# Form 1

Directors:

Emily McMurtrey, President  
Steve Brandenburg  
Larry Brandt  
Ryan Heiland  
Ed Martens  
Bill Szmyd  
James Walker



Little Thompson Water District

District Manager:

Amber Kauffman, PE  
835 E Highway 56  
Berthoud, CO 80513

P: 970-532-2096

F: 970-532-3734

[www.LTWD.org](http://www.LTWD.org)

## ACKNOWLEDGEMENT OF ANNUAL WATER USAGE

Date \_\_\_\_\_

Domestic Water Tap No. # \_\_\_\_\_

To Whom It May Concern:

Little Thompson Water District (District) provides domestic water service through Tap No. \_\_\_\_\_ located at property address \_\_\_\_\_, also known as \_\_\_\_\_ County Parcel No. \_\_\_\_\_. We are notifying you the District has reviewed the domestic water consumption for this location. The annual usage is exceeding the annual usage allowed.

**The maximum annual allowable water usage for this property is 114,000 gallons.**

- 1) If a Customer exceeds the annual allowable usage for two consecutive water years, the District may require the Customer to satisfy an additional water dedication requirement, thereby raising their projected water allocation. The amount of the additional water dedication required will be determined by the District after consultation with the Customer regarding their future projected water use. Any additional water dedication requirement can be satisfied by:
  - i) Dedicating water rights to the District in accordance with the District's water dedication policies.
  - ii) Any other means mutually acceptable to the Customer and the District.
  - iii) Any additional water dedication required above must be satisfied within 90 days after the end of the water year (October 31).
- 2) The District's ability to serve its customers is dependent on the availability of raw water which is dependent on climatic and other factors beyond the District's control. The District has taken numerous steps to mitigate the effects of a potential drought, including the use of a firm yield approach when accepting and acquiring water for a new customer, building a storage reservoir for drought protection, and adoption of a Drought Response Plan. The focus of the Drought Response Plan is the staged implementation of measures to reduce residential customer demand. The District recognizes the importance of an adequate water supply to all of its customers including residential and commercial customers. Although the District will strive to avoid water restrictions, the District cannot and will not guarantee that the Customer will not be asked to reduce usage and demand beyond the annual allowable usage.
- 3) Accessory Dwellings: The District does not allow service to accessory dwellings from any 5/8" Urban Tap or smaller. The minimum tap size is a 5/8" Standard and the District's guideline for accessory structures is a size limit of 1,000 square feet. The District's intent is to serve utility based accessory structures or a "mother in law" apartment which is ostensibly intended for occupancy by a family member. Any structure larger than the District's size limit of 1,000 square feet will require Board approval. Water service for all approved structures per a single tap are not to exceed the annual allowable usage.



- 4) The ownership of a water tap provides the right to receive water service for the specific parcel. Any Customer owning more than one parcel with structures or irrigation requiring domestic water service will be required to have a separate tap serving each parcel.

Historical over-use for Tap \_\_\_\_\_ is as follows:

AVERAGE GALLONS PER YEAR 2016-2020	AVERAGE ACRE- FEET PER YEAR 2016-2020	ANNUAL ALLOTMENT GALLONS	ANNUAL ALLOTMENT ACRE- FEET
		114000	0.35

TOTAL OVER- USE GALLONS	TOTAL ANNUAL OVER-USE ACRE- FEET

- 5) Allowable usage is applicable to current and future ownership.

---

Date

Date

---

Holly Suess  
 Customer Service Supervisor  
 Water Taps/Conservation  
 D: 970-344-6308  
 E: [hsuess@ltwd.org](mailto:hsuess@ltwd.org)

Date

# Form 1-Cont.

## Directors:

Emily McMurtrey, President  
Steve Brandenburg  
Larry Brandt  
Ryan Heiland  
Ed Martens  
Bill Szmyd  
James Walker



## District Manager:

Amber Kauffman, PE  
835 E Highway 56  
Berthoud, CO 80513

P: 970-532-2096

F: 970-532-3734

[www.LTWD.org](http://www.LTWD.org)

## ACKNOWLEDGEMENT OF ANNUAL WATER USAGE

Domestic Water Tap No. \_\_\_\_\_

To Whom It May Concern:

Little Thompson Water District (District) provides domestic water service through Tap No. \_\_\_\_\_ located at property address \_\_\_\_\_, also known as \_\_\_\_\_ County Parcel No. \_\_\_\_\_. We understand the property is changing ownership title. We are notifying you the District has reviewed the domestic water consumption for this location. The annual usage is exceeding the annual allotment allowed.

**The maximum annual allowable water usage for this property is 228,000 gallons.**

- 1) Customer has exceeded the annual allowable usage for more than two consecutive water years, the District will require the Customer to satisfy an additional water dedication requirement, thereby raising their projected water allocation. The amount of the additional water dedication required will be determined by the District after consultation with the Customer regarding their future projected water use. Any additional water dedication requirement can be satisfied by:
  - i) Dedicating water rights to the District in accordance with the District's water dedication policies.
  - ii) Any other means mutually acceptable to the Customer and the District.
  - iii) Any additional water dedication required above must be satisfied within 90 days after the end of the water year (October 31).
- 2) The District's ability to serve its customers is dependent on the availability of raw water which is dependent on climatic and other factors beyond the District's control. The District has taken numerous steps to mitigate the effects of a potential drought, including the use of a firm yield approach when accepting and acquiring water for a new customer, building a storage reservoir for drought protection, and adoption of a Drought Response Plan. The focus of the Drought Response Plan is the staged implementation of measures to reduce residential customer demand. The District recognizes the importance of an adequate water supply to all of its customers including residential and commercial customers. Although the District will strive to avoid water restrictions, the District cannot and will not guarantee that the Customer will not be asked to reduce usage and demand beyond the annual allowable usage.
- 3) Accessory Dwellings: Approved accessory dwellings may be served by a 5/8" Standard Tap. The District's guideline for accessory structures is size limit of 1,000 square feet or smaller. The District's intent is to serve utility based accessory structures or a "mother in law" apartment which is ostensibly intended for occupancy by a family member. Any structure larger than the District's size limit of 1,000 square feet will require Board approval. Water service for all approved structures per a single tap are not to exceed the annual allowable usage.
- 4) The ownership of a water tap provides the right to receive water service for the specific parcel. Any Customer owning more than one parcel with structures or irrigation requiring domestic water service will be required to have a separate tap serving each parcel.

Historical over-use for Tap \_\_\_\_\_ is as follows:

AVERAGE GALLONS PER YEAR 2016-2020	AVERAGE ACRE- FEET PER YEAR 2016-2020	ANNUAL ALLOTMENT GALLONS	ANNUAL ALLOTMENT ACRE- FEET	TOTAL OVER- USE GALLONS	TOTAL ANNUAL OVER-USE ACRE- FEET
		228,000	0.7		

5) Allowable usage is applicable to current and future ownership.

---

Authorized Signer

Date

---

Authorized Signer

Date

---

Holly Suess  
 Customer Service Supervisor  
 Water Taps/Conservation  
 D: 970-344-6308  
 E: hsuess@ltdw.org

Date

# Form 2

Directors:

Emily McMurtrey, President  
Steve Brandenburg  
Larry Brandt  
Ryan Heiland  
Ed Martens  
Bill Szmyd  
James Walker



Little Thompson Water District

District Manager:

Amber Kauffman, P.E.  
835 E Highway 56  
Berthoud, CO 80513

P: 970-532-2096

F: 970-532-3734

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## NOTICE OF ANNUAL WATER ALLOTMENT

June 30, 2022

Tap # \_\_\_\_\_

Dear Customer:

Account # \_\_\_\_\_

District customers have annual water allotments depending on type and size of their water tap. Based on the type and size of your water tap, **the District is notifying you that your maximum water allotment is 228,000 gallons per year and you have exceeded your allotment.**

Due to continued drought conditions, the increasing number of customers we serve and changes in property use, the District is working to educate and bring customers into compliance with their allotments. Customers have the right to use their annual allotments, but not exceed the allotment. Raw water rights are very expensive and are becoming harder to acquire; therefore, it is critical to keep customers within their annual allotment to protect the overall District supply. All customers are subject to watering restrictions according to the Water Shortage Contingency Plan regardless of annual allotments

Customers that have exceeded the annual allotments for two consecutive years will be required to modify or cover their usage to be in compliance with the annual allotment. The amount of additional water dedication required will be determined by the District after consultation with the customer regarding their water use. Options for managing over-use are to pay cash-in-lieu for additional raw water allocation or dedicate raw water rights in accordance with the District's water dedication policies. Any other plan request will be reviewed by the District. **Please call LTWD Office 970-532-2096 –Water Resource Department Customer Service 970-344-6308 or [info@ltwd.org](mailto:info@ltwd.org) for assistance.**

The District's ability to serve its customers is dependent on the availability of raw water which is dependent on climatic and other factors beyond the District's control. The District recognizes the importance of an adequate water supply to all of its customers and has taken numerous steps to manage and preserve District supply through dedication requirements, acquiring water rights, partnering in storage reservoirs for drought protection, and adoption of a Water Shortage Contingency Plan to reduce customer demand. Although, the District strives to avoid water restrictions, the District cannot and will not guarantee that customers will not be asked to reduce usage beyond the annual allotment during those watering restrictions.

### Resources for minimizing over-usage:

- 1) Meter upgrade - We have upgraded the meters to a smart meter in most locations of our district. For customers with a smart meter, you can register with <https://EyeOnWater.com> to manage use, habits or potential leaks. If you have questions about your meter, please call 970-532-2096
- 2) Resource Central – For a free water audit or “Lawn Removal” program call 303-999-3824 (limited spaces available) or visit the website at <https://resourcecentral.org/>. Remove lawn (minimum of 200 sq. ft.) and convert to xeriscape or low-water use landscape
- 3) Colorado State University Extension Office 970-491-6281 or visit <https://extension.colostate.edu/>
- 4) Irrigation practices - <https://www.denverwater.org/residential/rebates-and-conservation-tips/summer-watering-rules>

Thank you for your cooperation.

LTWD Office 970-532-2096 –Water Resource Department Customer Service 970-344-6308 or [info@ltwd.org](mailto:info@ltwd.org).

# Form 3

Directors:

Emily McMurtrey, President  
Steve Brandenburg  
Larry Brandt  
Ryan Helland  
Ed Martens  
Bill Szmyd  
James Walker



*Little Thompson Water District*

District Manager:

Amber Kauffman, PE  
835 E Highway 56  
Berthoud, CO 80513

P: 970-532-2096

F: 970-532-3734

[www.LTWD.org](http://www.LTWD.org)

## WATERING RESTRICTION NOTICE

DATE

RE: Water Account No.

Dear Customer,

The District has observed a violation to the current watering restriction – Action Level “Yellow – Low”. \_\_\_\_\_ between 10:00 am – 6:00 pm is not allowed. Your assigned watering days are \_\_\_\_\_. See attached restriction chart.

Your maximum allotment is \_\_\_\_\_ gallons year. If you haven't registered with EyeOnWater.com, we encourage you to do so in order to help monitor your usage. Outside irrigation practices and landscaping are the main reason our customers consume more than they are allowed.

If you have questions regarding the current restrictions or your annual allotment, please call our office and we would be glad to assist you. It is extremely important for our customers to follow the restriction guideline and to stay within their annual allotment to conserve water.

Thank you for your cooperation.

Regards,

*Holly Suess*

Customer Service Supervisor

Conservation Specialist

Direct: 970-344-6308

Office: 970-532-2096

# Form 4

Directors:

Emily McMurtrey, President  
Steve Brandenburg  
Larry Brandt  
Ryan Helland  
Ed Martens  
Bill Szmyd  
James Walker



*Little Thompson Water District*

District Manager:

Amber Kauffman, PE  
835 E Highway 56  
Berthoud, CO 80513

P: 970-532-2096

F: 970-532-3734

[www.LTWD.org](http://www.LTWD.org)

## WATERING RESTRICTION WARNING

June 30, 2022

RE: Water Account No. \_\_\_\_\_

Dear Customer,

The District has observed a violation to the current watering restriction – Action Level “Yellow – Low”. Sprinkler systems are NOT allowed between 10:00 am – 6:00 pm. See attached restriction chart. Assigned watering days are Monday-Wednesday-Saturday only and before 10:00am or after 6:00pm. Your usage has exceeded your annual allotment of 228,000 gallons. To avoid fines, restrictor on your system or disconnect of service, please change your watering schedule and practices.

If you have questions regarding the current restrictions, please call our office and we would be glad to assist you. It is extremely important for our customers to follow the restriction guideline to conserve water.

Thank you for your cooperation.

Regards,

*Holly Suess*

Customer Service Supervisor  
Conservation Specialist  
Direct: 970-344-6308  
Office: 970-532-2096

**RESOURCES:**

<https://www.denverwater.org/residential/efficiency-tip/watering-your-lawn>

<https://extension.colostate.edu/topic-areas/yard-garden/watering-established-lawns-7-199/>

[https://droughtmonitor.unl.edu/data/jpg/20210216/20210216\\_CO\\_text.jpg](https://droughtmonitor.unl.edu/data/jpg/20210216/20210216_CO_text.jpg)

# Form 5



## LITTLE THOMPSON WATER DISTRICT

835 E STATE HIGHWAY 56, BERTHOUD, CO 80513

### ANNUAL WATER USAGE ALLOCATION ASSIGNMENT

THE UNDERSIGNED, being the owner of Little Thompson Water District's **Tap Number** \_\_\_\_\_ whereby domestic water service is provided to the property described below, hereby assigns an additional \_\_\_\_\_ **acre-feet** of water to be allocated to said **Tap Number** \_\_\_\_\_ as part of the said real estate. Water allocated to **Tap Number** \_\_\_\_\_ was acquired via the District's (Water Credit or Cash-in-Lieu) Program at a rate of \$ \_\_\_\_\_ **per acre-foot**:

Tap Number	Parcel	Address

AND FURTHER directs that the Secretary of the Little Thompson Water District is hereby authorized to change upon the records of said District's Domestic Water Agreement the annual allocation of water assigned to **Tap Number** \_\_\_\_\_ as follows:

<i>Tap Size and Type:</i> -inch	<i>Allocation</i> <i>(acre-feet)</i>	<i>Allocation</i> <i>(gallons)</i>
<i>Existing Annual Water Usage Allocation</i>		
<i>Additional Annual Water Allocation Assigned</i>		
<i>New Annual Water Usage Allocation</i>		

Change in Tap Size or Type Requires a Plant Investment Fee:  Yes  No \$ \_\_\_\_\_

District hereby acknowledges receipt of \$ \_\_\_\_\_

This assignment is subject to the Provisions of the Bylaws and the Rules and Regulations of Little Thompson Water District, as may be amended from time to time.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized District Representative

\_\_\_\_\_  
Date

# Agenda Item Summary

Little Thompson Water District

Date: July 14, 2022

Item: 6.7

Staff: Nancy Koch, Water Resources Manager

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**Subject:** Water Dedication and Obligated Demand

**Staff Recommendation:** Informational only

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**Discussion:**

The District accepts ditch water shares and Windy Gap units for dedication that do not immediately provide a water supply. The Water Court process, infrastructure needs, and demand development all delay when the water supply will come online. Some water sources may take five years or more years to develop. In addition, the District has accepted ditch shares that cannot be used in its water system and given water credit with no associated water supply.

As the District provides water credit for these sources that that can be used to meet the raw water obligation for new taps upon dedication, new demand can come online before there is water to serve it. This is referred to as obligated demand.

While some dedication sources create obligated demand, C-BT units dedicated for new developments provide water upon dedication for a demand that may not come online for two or more years.

Staff will present an overview of the obligated demand and pre-dedicated water to demonstrate the balance of water supply available as developments build out.



# Agenda Item Summary

Little Thompson Water District

Date: July 14, 2022

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 Work Session**

I attended a work session on behalf of the District on June 24. The group decided to generally stay under the umbrella of the Community Foundation for an organizational structure. The work focusses of the group shifted to determining the approximate water demands of the region and hiring a consultant to do so. Then to determine the available water sources in the region to help assess if there is a water supply shortage. The goal of the work would be to better inform community councils and boards as to the ability to accommodate the growth in the area and what the constraints of that growth need to address. There has been a wide spread concern for the ability of the water providers to serve development that is in progress or in the future.

### **Water Literate Leaders**

If you are interested in learning more about Colorado water issues from all angles including from agriculture, urban, environmental, recreation and business perspectives, please consider applying to be a Water Literate Leader of Northern Colorado through the Colorado Water Center at Colorado State University. The non-partisan program is targeted to those who are or want to be part of an elected board, commission, or other office which impact regional water policy, like each of the LTWD directors. Applications can be found at the following link and are due July 21 at 5:00 PM. <https://watercenter.colostate.edu/wll/>

### **Chimney Hollow Tour**

All directors and LTWD managers are approved for the August 17<sup>th</sup> tour of Chimney Hollow. If your plans change, please let me know as soon as you can.

### **Employee Appreciation Event**

LTWD is hosting a Casino Night at City Star Brewery for the employees and a guest on July 29 at 5:00 pm. A room at the brewery has been reserved for the event, a live band will be there, and the Georgia Boys BBQ is catering the event.

# Agenda Item Summary

Little Thompson Water District

Date: July 14, 2022

Item: 7.2 Business Manager's Report

Staff: Angela Diekhoff-Business Manager

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

**Staff Recommendation:** For Information.

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**Discussion:**

**Audit:**

Lead auditor that LTWD was working with is no longer with BDO, Eryn who has been our lead auditor in the past for years has taken back over and is reviewing everything again. LTWD filed an extension with the state and will be presenting the audit to the board in August and submitting the audit to the state before the extended deadline of September 30.

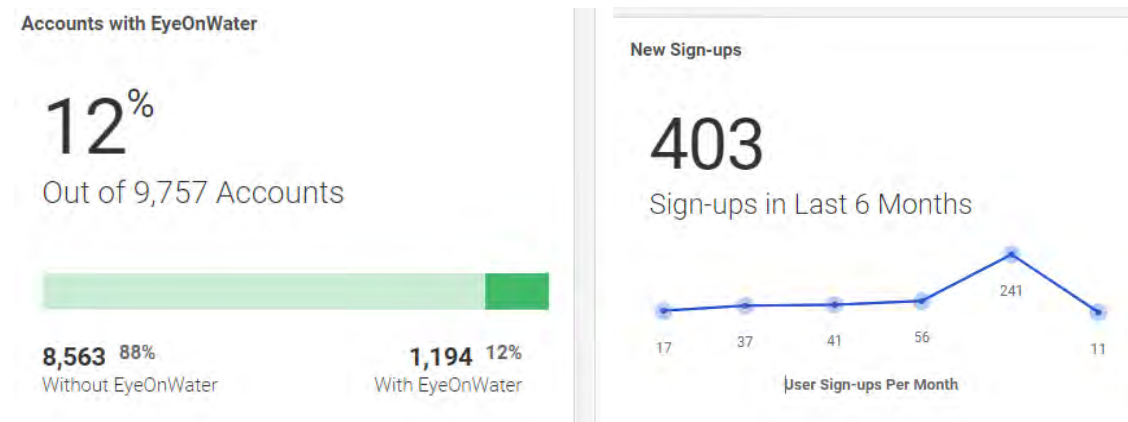
**Rate Study:**

RFP has been loaded to Bidnet,

- The deadline for questions was 7/7/2022; no questions had been received.
- Closing date for bids is 7/21/2022.
  - ❖ Currently 15 companies have downloaded the RFP.
- Final Consultant selection and project award expected by August 3, 2022.
- Completion date January 30, 2023.

**Eye on Water:**

Total of 1,194 of the 1,158 goal for end of 2022. **GOAL MET!**



# Agenda Item Summary

## Little Thompson Water District

Date: July 14, 2022

Item: 7.3 District Engineer Report

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

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

**Staff Recommendation:** For Information.

**Discussion:**

COMMITMENT TO SERVE REQUESTS: 0 taps in June maintaining the 2022 total at 2,387 (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)	The western portion of the project is complete and the contractor is moving to the east side of the project between Two Moons Dr. & the George Rist Ditch. Project final completion is expected in early August.	\$950,000/\$400,000/\$291,790
*NORTHEAST TRANSMISSION LINE (#70-137-00000)	A preliminary alignment has been developed. Next steps involve easement discussions with property owners.	\$5,400,000/\$3,000,000/\$161,437
*TWIN MOUNDS 5MG TANK REHAB (#70-138-00000)	Interior sand blasting and priming of the ceiling is complete and efforts are now focused on the walls and floor. Significant corrosion in the ceiling structure has delayed the overall completion schedule. Completion of the interior and filling the tank is now expected for early August.	\$1,650,000/\$825,000/\$1,192,769
*LOVELAND / CAMPION CONVERSION PROJECT #1 (#70-139-00000)	60 percent design drawings are complete and under final review by staff. Project complexity along with inflation of material costs indicate that total project costs could reach \$3.2 – \$3.4 million. This budget will require a phased approach with construction beginning in the last quarter of 2022 and project completion in 2023.	\$1,520,000/\$1,520,000/\$141,057
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 / \$0
SCADA IMPROVEMENTS (#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 order with installation scheduled for mid-July. A second use flow monitoring system at Lakeside Canyon in Mead is in progress.	\$200,000 / \$200,000 / \$19,345

2022 CAPITAL PROJECTS		BUDGETS
*FUNDED BY BOND PROCEEDS	PROJECT STATUS	TOTAL / 2022 / SPENT TO DATE
<b>SMALL LINE IMPROVEMENTS</b> (#70-121-00000)	Ongoing budget item to replace various small waterlines.	\$75,000 / \$75,000 / \$0
<b>54 BRIDGE WATERLINE RELOCATION</b> (#70-142-00000)	Weld County to 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. The design agreement with the County is in place and the design has begun.	\$732,000 / \$732,000 / \$0
<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)	Installation of new variable frequency drives (VFD's) and evaluation of the condition of the existing pumps is 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 has been moved to 2022. No progress to date	\$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:** Welker Farms – Replat to Multi-family

Active Development Name	Lots / type of development	Status
St. Acacius (aka Lakeside Canyon)	222 Residential	Final Acceptance for Phase 1A Issued
The Highlands	225 Residential	Filing 2 Under Construction.
Range View Estates	75 Residential	Offsite utilities complete. Contractor has begun installation of onsite utilities. Non-potable irrigation system in review.
Red Barn	457 Residential	Under Construction.
Postle Properties	7 Industrial/Commercial (301 acres)	Phase 1 under construction.
Horizon Hills	269 Residential (modular)	Under Construction
Gopher Gulch RV Park	145 RV spaces	Site grading in progress
Barefoot Filing 4 Replat	28 Residential	Design approved.
Hawks Ridge Subdivision	120 Residential plus commercial	Design approved.
Barefoot Filing 6	193 Residential	In design.
Barefoot Offsite Ronald Reagan Phase 3	Offsite for Residential	Design approved.
Elevation 25 (Formerly Mann Farms)	7 Commercial	In construction.
Meadow Ridge	958 SFE - Residential & Commercial	Non-potable system water supply plan, initial review complete. Prelim. plat approved. Commitment letter updated.
Mead Place	313 Residential, Multifamily & Commercial	Design approved.
Mead Village	96 Residential	Development becoming active and working through the Mead's submittal process. The design approved in 2016 needs updated.

Active Development Name	Lots / type of development	Status
Turion - Revised	5,336 Residential plus commercial - total buildout. 1060 lots residential plus commercial served by LTWD.	Issued revised commitment letter for 1060 taps to be served by LTWD through the Wilson Ranch master meter vault to Berthoud.
Waterfront	1,800 Residential plus Commercial	In design.
Raterink Lot 2	1 Commercial	In design.
Grand Meadow (aka Douthit)	400 Residential	In design.
Schulz Property	Single Industrial Lot	Beginning entitlement process with Mead. Commitment request received.
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.

**OTHER ENGINEERING & GIS ACTIVITIES**

- West I-25 24" Transmission Line - Property acquisition and easement negotiations continue.
- Engagement in various CDOT activities near LTWD infrastructure along I-25 continues.
  - ❖ The 42" ARV piping repairs are complete. The damaged ARV vault lids are being replaced by CDOT.
- GIS system enhancements continue.

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

Interior sandblasting and priming of the ceiling is complete. Focus now shifts to the walls and floor.

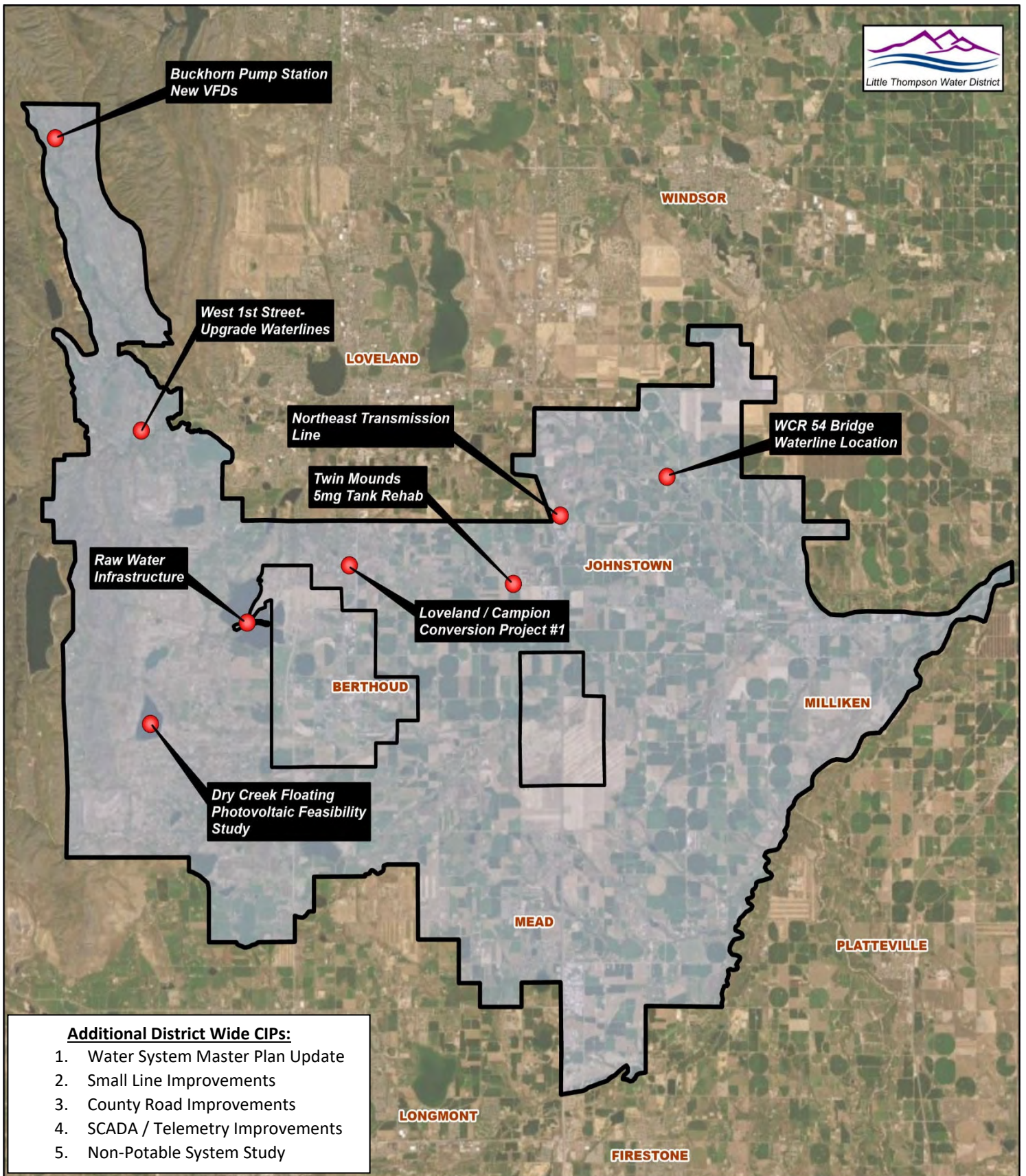


New Roof Vent Connection Installed



New Roof Access Hatch Installed

## 2022 LTWD Capital Improvement Project Locations



# Agenda Item Summary

Little Thompson Water District

Date: July 14, 2022

Item: 7.4 Water Resources Managers Report

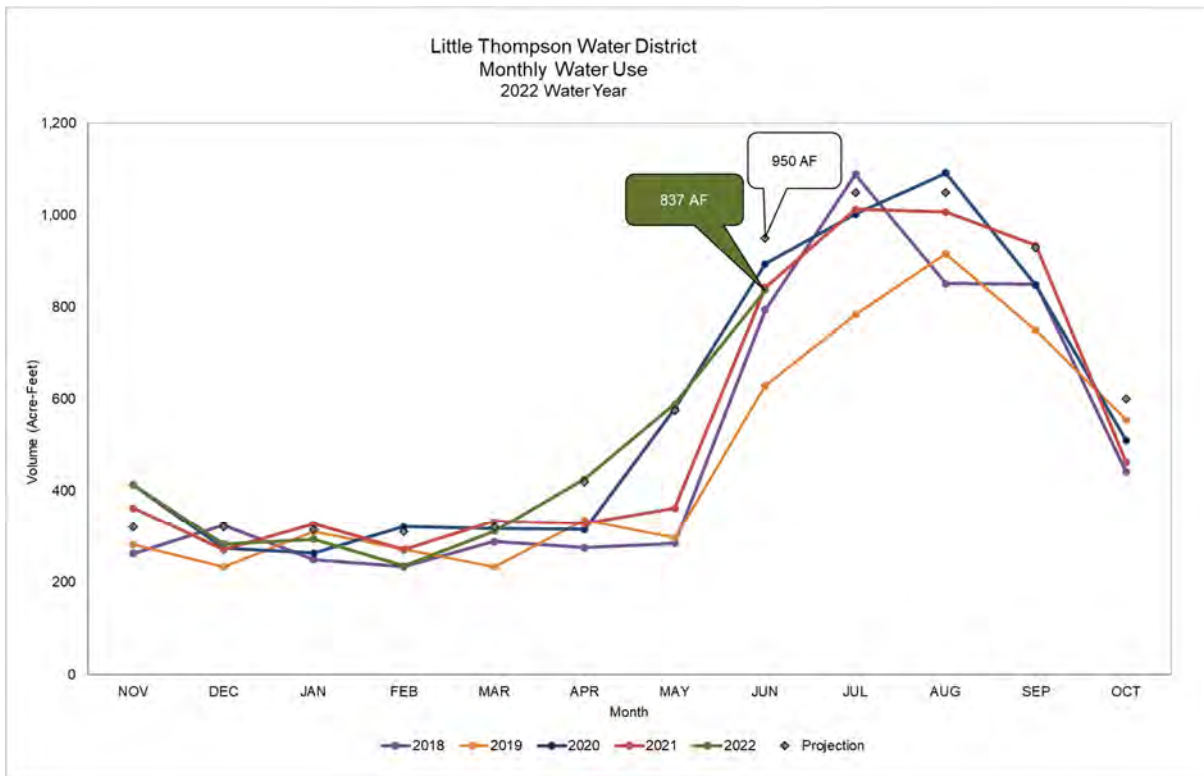
Staff: Nancy Koch, Water Resources Manager

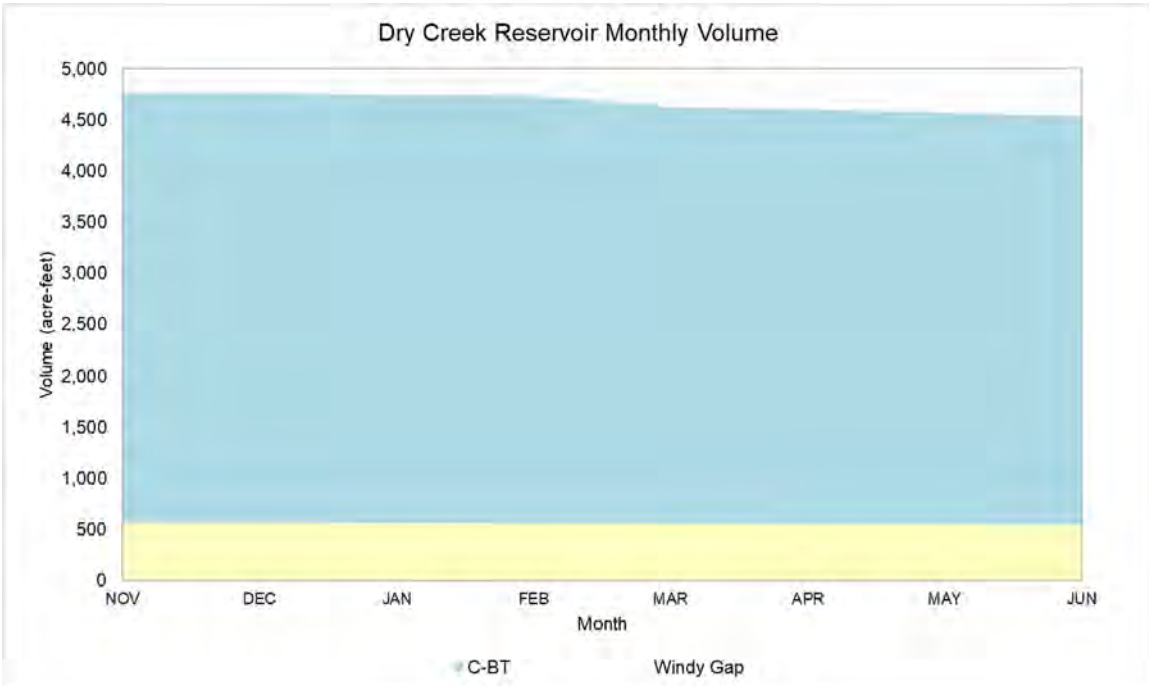
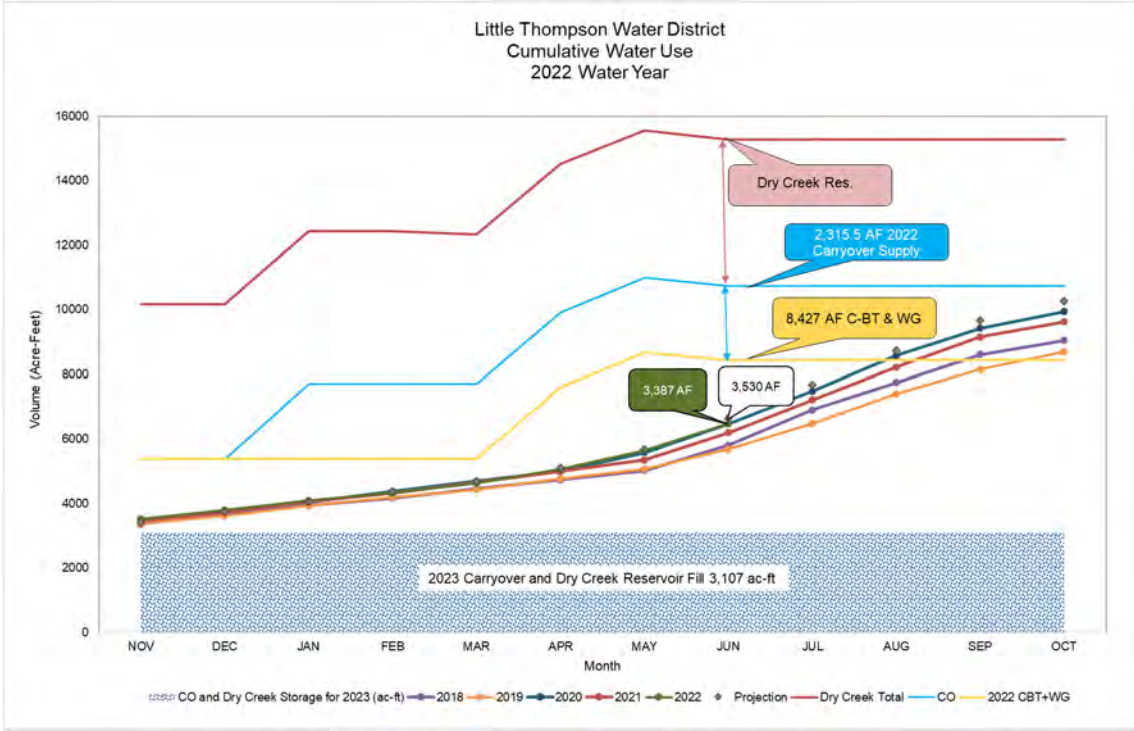
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**Subject:** June Water Use

**Staff Recommendation:** Information Only

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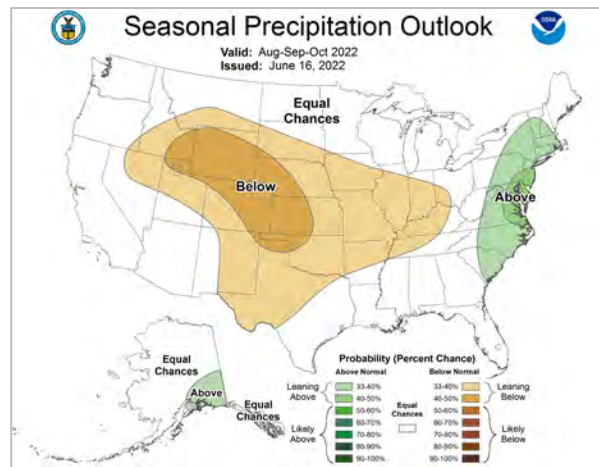
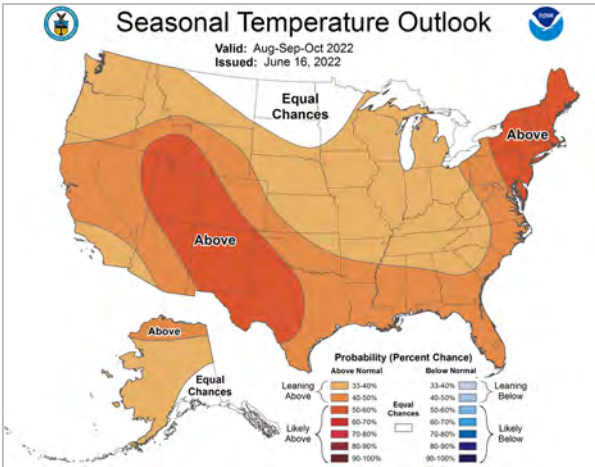




## Water Court Progress

<b>Home Supply</b>	<b>Barefoot Lakes</b>
<b>January 2021</b> District Circulated Proposed Decree and Engineering Report	<b>November 2021</b> District Circulated Proposed decree
<b>March 11, 2022</b> Opposers Comments Due	<b>January 2022</b> Opposer Comments Due
<b>June 17, 2022</b> District's Comments to Objectors Complete	<b>May 2, 2022</b> Second Round Comments Due
<b>September 16, 2022</b> Deadline of Additional Objector Comments	<b>May 11, 2022</b> Follow-up Status Conference
<b>September 27, 2022</b> Follow-up Status Conference	<b>May 19, 2022</b> Case Settled

## Seasonal Temperature and Precipitation



# Agenda Item Summary

Little Thompson Water District

Date: July 6, 2022

Item: 7.5

Staff: Ken Lambrecht, Operations Manager

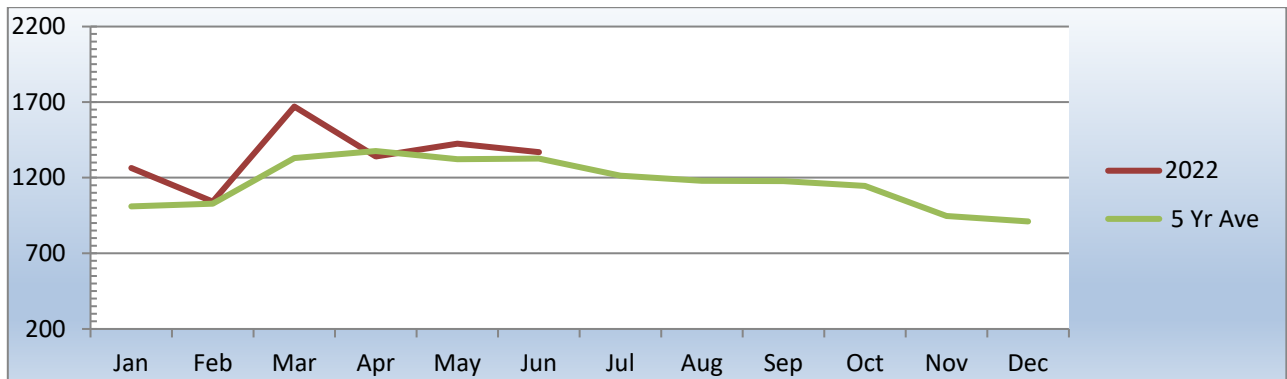
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**Subject:** Operations and Water Quality Report  
**Staff Recommendation:** For Informational Purposes

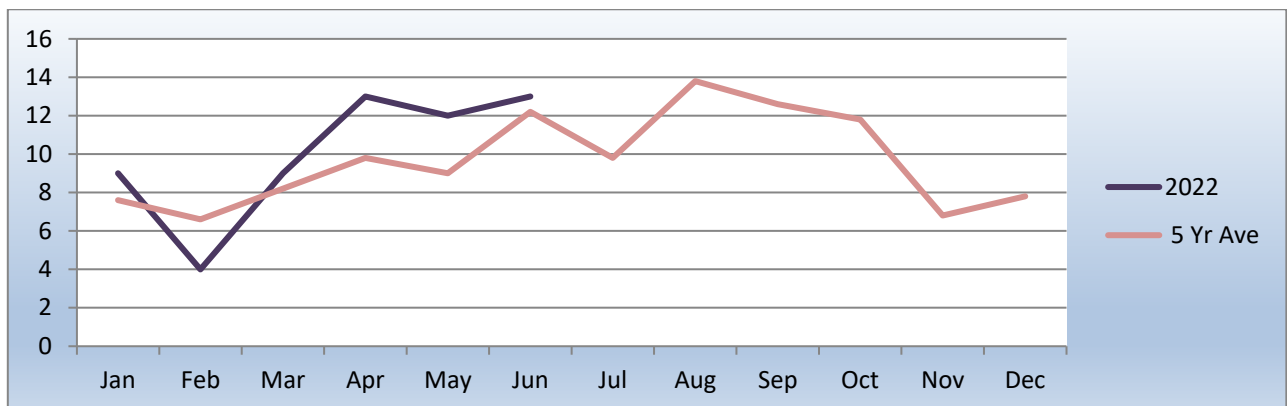
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**Discussion:** Information for the Board of Directors

**Locate Requests:**



**Leak Repairs:**



## Monthly Water Quality Report:

### Monthly Water Quality Samples:

Monthly Total Coliform samples were within acceptable parameters.

### Lead & Copper Sampling:

Next Sampling Period: July – December 2022: Typically, samples are taken in November.

### DBP2 Sampling

Next Sampling Period: August 2022.

## Customer Taste & Odor Work Orders:

There were zero water quality work orders for the month of June 2022.

## Project Updates and Notes:

### Beacon Meter Upgrade Project

Meter endpoint change outs are complete.

### Loveland Tap Exchange Project

Work is complete.

### Valve Exercising:

4587 valves have been exercised out of a total of 6,046.

