

**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, April 13, 2017 at the District office. Attendance was as follows:

Board of Directors:

Bill Szmyd, President	Present
Paul Bukowski, Vice President	Absent
Steven Brandenburg	Present
Larry Brandt	Present
Diana Larsen	Present
Ed Martens	Present
William Prewitt	Present

Staff in Attendance:

Mike Cook, District Manager
Judy Dahl, Business Manager
Amber Kauffman, District Engineer
Ken Lambrecht, Operations Manager
Nancy Koch, Water Resources Manager
Sandi Lebsack, Recording Secretary
Angela Diekhoff, LTWD Customer Service

Other Attendee:

Tyra Litzau, Anton Collins Mitchell LLP

CALL TO ORDER

President Szmyd called the meeting to order at 5:00 p.m.

ROLL CALL

It was moved by Director Brandt, seconded by Director Martens, to excuse the absence of Director Bukowski. Motion carried unanimously.

OATH OF OFFICE, WARD IV APPOINTEE

President Szmyd introduced and then administered the Oath of Office to new Board member, William Prewitt. Director Prewitt was appointed to fill the vacant Ward IV seat at the March 27, 2017 Special Board Meeting.

AGENDA REVIEW

There were no changes to the agenda.

PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments.

PUBLIC HEARING FOR CONSIDERATION OF A NEW WATER RATE FOR RESIDENTS OF TOWN OF MEAD - CANCELLED

CONSENT AGENDA

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

- Minutes of the March 9, 2017 Regular Board Meeting;
- Minutes of the March 27, 2017 Special Board Meeting;
- Tap List 615;
- March 2017 Disbursements in the amount \$669,863.21:
 - Operating Account: \$492,456.03,
 - ACH Manual Check Numbers 1164 to 1183 for 232,315.83;
 - Check Numbers 7588 to 7701 for \$260,140.20;
 - Payroll Account: \$177,407.18 (Two Bi-weekly payroll periods in March)
 - ACH Transmittal Vouchers – O-1181 to O-1195 for \$94,145.76;
 - ACH Direct Deposit Numbers N-7083 to N-7138 for \$83,261.42.
- March 2017 Disbursements Report;
- March 2017 Financial Report.

Motion carried unanimously.

DISCUSSION ITEMS:

2016 Audit Presentation:

Tyra Litzau, Auditor with the firm, Anton Collins Mitchell LLP, was present to review the audited Financial Statement of the District for the year ended December 31, 2016. The 2016 Audit was conducted in accordance with auditing standards generally accepted in the United States of America. In conjunction with the audit of the Financial Statement, there were no items found which were considered to be material weaknesses.

Following discussion, **it was moved by Director Brandenburg, seconded by Director Prewitt, to accept the 2016 Audit Report as presented. Motion carried unanimously.**

Carter Lake Filter Plant:

There was discussion regarding the 42" Pipeline, which is now in service.

Proposed Agenda for the April 20, 2017 Special Meeting:

Because of conflicts in schedules, the April 20, 2017 Special Board Meeting was cancelled. It was decided to incorporate the main discussion item, The District's Role in Development, as a topic of discussion at the May 11, 2017 Board Meeting.

Windy Gap Firming – Review and Approval of the 2nd Amendment to the 5th Interim Agreement to the Windy Gap Firming Project Enterprise:

As part of the Windy Gap Firming Project, the District needs to enter into the agreement to continue to fund the design and begin some construction for the project. This project is fully funded by Brookfield as a part of the water resources for the Barefoot Lakes Development.

Following discussion, **it was moved by Director Larsen, seconded by Director Brandenburg, to authorize staff to sign the *Second Amendment to Fifth Interim Agreement between the Municipal Subdistrict, Northern Colorado Water Conservancy District Windy Gap Firming Project Water Activity Enterprise and Little Thompson Water District for Participation in the Windy Gap Firming Project.* Motion carried. Director Prewitt abstained from the vote.**

STAFF REPORTS

Manager's Report: District Manager Cook reported on the following.

- Platte River Power Authority (PRPA): The proposed timeline and process for this project was outlined in the Board Packet. It is expected that the closing date will be June 2017.
- Northern Water Sets Quota: At their April 13, 2017 Board Meeting, Northern Water set the Quota at 80%. The high quota should help to offset the impacts of the regional drought.
- Town of Mead Request: The Town of Mead asked us to not move ahead with the Gross Revenue Fees that they previously asked us to implement. The Town Board considered the customers input and voted unanimously to not move on the resolution implementing the fee. Our April 13, 2017 scheduled Rate Hearing for consideration of a new water rate for residents of the Town of Mead was thus cancelled.
- Budget Revision in July: With the refinance of our debt, significant changes to the Windy Gap Funding project, our PRPA deal, as well as some unexpected operational costs, a July budget revision will most likely be presented for Board's consideration.
- Tri-City and Districts Water Board Meeting: District Manager Cook reminded Board members to RSVP to this meeting scheduled May 25, 2017, 5:30 p.m. at the Lincoln Center.
- Town of Mead: There was discussion and updates relating to the 2002 Mead/LTWD Agreement:
 - LTWD to serve areas annexed to Mead that are being served by Long's Peak Water District;
 - Street cut permit fees;
 - Relocation of waterlines at no expense to the District.
- Spring 2017 Newsletter: A *draft* Spring 2017 Newsletter was in the Board Packet.

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

- The 24-inch line replacement and corrosion protection project is ready to go out to bid.

Water Resources Manager's Report: District Water Resource Manager Koch reported on the following.

- The District used 296 acre-feet of water for the month of March; 340 acre-feet was budgeted.
- The warm, dry Fall and Winter has resulted in severe drought conditions in the District. The District has ample water but will continue to promote conservation.

Operations Manager's Report: District Operations Manager Lambrecht reported on the following:

- Locates: There has been a significant increase in locate requests.
- Sanitary Survey: The Operation's crew has been preparing for the Colorado Department of Public Health and Environment's Drinking Water Sanitary Survey. The survey detects if there are any significant deficiencies in our water system. The survey will be conducted on April 18.

DIRECTOR REPORTS

District Manager Cook reported that a memorial service will be conducted for Peter Bridgman on May 6, at 3:00 p.m., at the United Methodist Church in Berthoud.

There being no further business, **it was moved by Director Brandt, seconded by Director Brandenburg, to adjourn the meeting at 6:39 p.m.**

Respectfully submitted,

Michael T. Cook