

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF LITTLE THOMPSON WATER DISTRICT**

The Board of Directors of Little Thompson Water District (LTWD) met in regular session on Thursday, March 9, 2017 at the District office. Attendance was as follows:

Board of Directors:

Bill Szmyd, President	Present
Paul Bukowski, Vice President	Present
Steven Brandenburg	Present
Larry Brandt	Present
Diana Larsen	Present (attended by phone)
Ed Martens	Present

Staff in Attendance:

Mike Cook, District 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:

Helen Migchelbrink, Mead Town Engineer  
Don Diones, George K. Baum & Company

**CALL TO ORDER**

President Szmyd called the meeting to order at 5:03 p.m.

**ROLL CALL**

President Szmyd noted that Director Peter Bridgman passed away.

**AGENDA REVIEW**

It was moved by Director Bukowski, seconded by Director Martens, to:

1. **Go into Executive Session at the end of the meeting citing §24-6-402(4)(f) C.R.S., to discuss personnel matters – District Manager’s performance;**
2. **Under Discussion Items, add Agenda Item 7.7 – Replacement of Vacant Board Seat Representing Ward IV;**
3. **Move to the beginning of Discussion Items, Item 7.5 – District Bond Refinance.**

Motion carried unanimously.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

Helen Migchelbrink, Mead Town Engineer, commented on Mead’s proposed Gross Revenue Fee that would affect Mead customers served by LTWD.

**PUBLIC HEARING - BRIAN C BARNES AND JEANNINE ALEXANDER; WEBB-DENNING LIVING TRUST BY ROBERT N WEBB AND MARGARET A DENNY; LIGHTHOUSE STORAGE LLC; DANIEL AND JOY HASCHLER INCLUSIONS:**

President Szmyd opened the Public Hearing for the Brian C Barnes and Jeannine Alexander; Webb-Denning Living Trust by Robert N Webb and Margaret A. Denny; Lighthouse Storage LLC; Daniel and Joy Gaschler Inclusions. There were no public comments and the Public Hearing was closed.

**CONSENT AGENDA**

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

- **Minutes of the February 9, 2017 Regular Board Meeting;**
- **Tap List 614;**
- **February 2017 Disbursements in the amount \$976,594.63:**
  - **Operating Account: \$795,506.67,**
    - **ACH Manual Check Numbers 1147 to 1163 for \$199,992.39**
    - **Check Numbers 7511 to 7587 for \$595,514.28;**
  - **Payroll Account: \$181,087.96 (Two Bi-weekly payroll periods in February)**
    - **ACH Transmittal Vouchers – O-1167 to O-1180 for \$94,528.16;**
    - **Check Number 1888 for \$984.43;**
    - **ACH Direct Deposit Numbers N-7029 to N-707082 for \$85,575.37.**
- **February 2017 Financial Report;**
- **District Inclusions, Resolution 2017-2.**

Motion carried unanimously.

**DISCUSSION ITEMS:****District Bond Refinance:**

Don Diones from the investment banking firm George K Baum & Company was present to review and answer questions regarding the impending Direct Placement Refinance of Colorado Water Conservation Board (CWCB) Loans 150120 & 150121. BB&T Governmental Finance was selected to provide the Direct Placement Loan for the refinancing of the CWCB Loans with an all-in-interest cost of 2.36%. Net savings to the District is roughly \$40,000 per year.

**Following discussion, it was moved by Director Bukowski, seconded by Director Martens, to adopt Resolution 2017-3 authorizing the direct placement of not to exceed \$5,890,000 in debt with BB&T Government Finance in order to refund the District's existing debt for Colorado Water Conservation Board Loans 150120 & 150121. Motion carried unanimously.**

**Carter Lake Filter Plant:**

The Request for Proposal (RFP) for the pretreatment study and design was awarded to Tetra Tech.

**Town of Mead Agreement Status:**

There was discussion regarding sections of the 2002 Agreement with the Town of Mead that recently surfaced.

- Town of Mead Request for Implementation of the Gross Revenue Fee:
  - Mead and LTWD will need to review the list and maps to eliminate any accounts listed or shown that are not in the municipal boundary of Mead.
  - LTWD will need to change the billing information for each of the identified accounts.
  - LTWD will need a "new customer" flier explaining the fee as new customers purchase taps or as existing taps are annexed into Mead and add this information to the LTWD website.
  - Collection of the Gross Revenue Fee could begin with the May 2017 billing.
- Section 14(e) of Mead Agreement Dealing with Relocation of Waterlines at No Expense to the District:
  - LTWD has undertaken, at the direction of the Town of Mead, several waterline relocation projects that should have been done by Mead at no expense to the District. The projects total \$497,991.95. A discussion will be begin on how these expenses should be handled on the work that has been done as well as implementation of this section of the agreement going forward.
- Section 14(g) – Street Cut Permit Fees:
  - This section of the agreement states that LTWD should not be paying Mead for Road Cut Permit Fees. Mead has collected this fee from LTWD in the past. Work will need to be done on the interpretation of the language in this section for future guidance.
- Mead Request for LTWD to Serve Areas Annexed to Mead:
  - Staff has been meeting with Mead and Long's Peak Water District (LPWD) about this aspect of the agreement whereby LTWD was to provide water service to newly annexed areas that are being served by LPWD. Work is being done on Intergovernmental Agreement (IGA) language.

**Brookfield Development Windy Gap FIRMING, Funding Agreement:**

In the Board Packet was the latest draft Brookfield Development Windy Gap FIRMING, Funding Agreement, Addendum B, obligating Brookfield to pay the cost of the Windy Gap firming project.

**Following discussion, it was moved by Director Bukowski, seconded by President Szymd, to authorize staff to sign the Brookfield Development Windy Gap FIRMING Project Funding Agreement, Addendum B. Motion carried unanimously.**

**Platte River Power Authority (PRPA) "Request for Proposals" Update:**

The District met with the PRPA on January 31, 2017 to continue to negotiate an agreement in response to the RFP they sent out. A deal term sheet has now been executed and the District is working on the details of the contract and paperwork required at the Northern District offices.

Discussion ensued regarding:

- increasing the Cash-in-Lieu in the future;
- additional treatment plant.

**Northern Carter Lake Water District Service Agreement:**

In order to comply with new Northern Water rules, **it was moved by President Szymd, seconded by Director Brandenburg, to authorize extension of the existing agreement between North Carter Lake Water District and Little Thompson Water District. Motion carried unanimously.**

## **STAFF REPORTS**

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

- CLFP Tour: To be rescheduled in May.
- Northern Colorado Water Municipal Subdistrict: District Manager Cook talked about meeting with Northern Water and about use of Windy Gap water and inclusion of LTWD properties into the Municipal Subdistrict.
- Town of Berthoud Request: The Town of Berthoud requested to begin conversations about extending the timeframe in our Intergovernmental Agreement (IGA) with them to allow service to the Prairie Star vault for another year.
- Additional Customer Service Hire: The additional Customer Service hire has been put on hold.
- Griep Farm: Matt Kiehn has signed the 2017 lease to farm the District's Griep Farm.
- Vacant Board Seat Representing Ward IV Replacement: There was discussion on the process to replace Director Bridgman, Ward IV. Directors Brandt and Brandenburg volunteered to interview applicants. **It was moved by Director Bukowski, seconded by President Szmyd, for Director Martens to replace Director Bridgman on the Carter Lake Filter Plant Board. Motion carried unanimously.**

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

- Taft waterline replacement along Heron Pointe development.

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

- The District used 282 acre-feet of water for the month of February; 310 acre-feet was budgeted.
- Water Adequacy Report: Weld County requested that the District provide a report summarizing the District's Water Supply, demand and drought tolerance. The county will use the report to comply with a state requirement to demonstrate that new county developments will have sufficient water. The report was made part of the Board packet.
- Special Board Meeting Reminder: A Special Board Meeting will be held April 20, 2017, at 5:00 p.m. The Special Meeting is a study session to discuss development and growth in the District.

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

- Lead and Copper Testing: The District achieved compliance from the State for Lead and Copper testing for compliance monitoring period July 1, 2016 – December 31, 2016.

## **DIRECTOR REPORTS**

There was discussion about inviting the ditch rider for the Consolidated Home Supply Ditch Company to do a presentation for the Board.

The Board went into Executive Session at 7:20 p.m. The Board returned from Executive Session at 8:20 p.m.

**It was moved by Director Bukowski, seconded by Director Martens, to provide District Manager Cook a 4% raise effective March 1, 2017. Motion carried with President Szmyd, Directors, Bukowski, Martens, and Larsen voting in favor and Directors Brandt and Brandenburg voting against the motion.**

There being no further business, the meeting adjourned at 8:22 p.m.

Respectfully submitted,

*Michael T. Cook*