

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

The Board of Directors of Little Thompson Water District (LTWD) met in regular session on Thursday, December 15, 2016 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
Peter Bridgman	Present (arrived at 6:07 p.m.)
Diana Larsen	Present (joined meeting by phone at 6:21 p.m.)
Ed Martens	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

Other Attendee:

Patty Bigner, Bigner Consulting LLC

**CALL TO ORDER**

President Szmyd called the meeting to order at 6:02 p.m.

**ROLL CALL**

**It was moved by Director Bukowski, seconded by Director Brandt, to excuse the absence of Director Larsen. Motion carried unanimously.** (Director Larsen later joined the meeting by phone at 6:21 p.m. at Agenda Item 7.3, Resolution 2016-7: 2016 Supplemental Budget.)

**AGENDA REVIEW**

There were no changes to the agenda.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

There were no public comments.

**PUBLIC HEARING**

President Szmyd opened the Public Hearing for the 2016 Supplemental Budget Hearing and the District Inclusions. There were no public comments and the Public Hearing was closed.

**CONSENT AGENDA**

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

- Minutes of the November 10, 2016 Regular Board Meeting;
- Tap List 611;
- November 2016 Disbursements in the amount \$2,129,883.69:
  - Operating Account: \$1,932,541.52,
    - ACH Manual Check Numbers 1090 to 1108 for \$1,843,664.31
    - Check Numbers 7294 to 7356 for \$88,877.21;
  - Payroll Account: \$197,342.17 (Two Bi-weekly payroll periods in November)
    - Check Numbers 1865 for \$923.50;
    - ACH Transmittal Vouchers – O-1124 to O-1135 for \$97,504.10;
    - ACH Direct Deposit Numbers N-6843 to N-6896 for \$98,914.57.
- November 2016 Financial Report;
- Resolution 2016-6, Overfelt and Schwerdtfeger Inclusions.

**Motion carried unanimously.**

**DISCUSSION ITEMS:****Carter Lake Filter Plant (CLFP):****Items Discussed:**

- CLFP December meeting date change to December 16;
- Bid for the 42" pipeline project;
- Process for putting CLFP projects out to bid;
- Managers' conference call on 12-7-16.
- Recent Lead and Copper article in the *Coloradoan*;
- Retirement of Plant Manager, Mark Maddox;
- CLFP tour for Board members.

**Recognition of Service for DeWayne Purman:**

Following discussion: **It was moved by Director Bridgman, seconded by Director Bukowski, to approve a District expenditure of \$2,000 as a memorial to cover funeral expenses for employee DeWayne Purman, who passed away on November 12, 2016. Motion carried unanimously.**

**Resolution 2016-7; 2016 Supplemental Budget:**

The 2016 Supplemental Budget was necessitated by \$950,000 in appropriations to the following line items:

- \$290,000 – additional water
- \$100,000 – administration expenses
- \$ 50,000 – system maintenance cost
- \$125,000 – wage and benefits overage
- \$185,000 – water rights purchase
- \$200,000 – joint capital projects

The \$950,000 additional appropriations are offset by a reduction in capital projects of \$410,000 and equipment of \$15,000 for a net budget overage of \$525,000.

**It was moved by Director Bukowski, seconded by Director Brandt, to adopt Resolution 2016-7, 2016 Supplemental Budget in the amount of \$525,000. Motion carried unanimously.**

**Items Regarding 2017 Budget:**

The proposed 2017 Proposed Budget was submitted to the Board on October 13, 2016, and the Public Hearing was held on November 10, 2016. There were no changes to the 2017 Proposed Budget from the version presented in November.

**It was moved by Director Brandt, seconded by Director Bukowski, to adopt Resolution 2016-8: 2017 Budget. Motion carried unanimously.**

**It was moved by Director Bridgman, seconded by Director Bukowski, to adopt Resolution 2016-9: 2017 Mill Levy. Motion carried unanimously.**

**It was moved by Director Martens, seconded by Director Brandt, to adopt Resolution 2015-10: 2017 Funds Appropriation. Motion carried unanimously.**

**STAFF REPORTS**

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

- Recognition for District Business Manager, Judy Dahl: At the Colorado Government Finance officers Association's (CGFOA) conference, Ms. Dahl was presented the "Outstanding Contribution Award" by the Colorado Municipal Clerks Association. Ms. Dahl served as President of the CGFOA.
- LTWD's Standard and Poor's Rating: Following a Standard and Poor's review, LTWD's Standard and Poor's bond rating jumped two classifications from an "A" bond rating ranking to an "AA-" bond rating ranking. This commendable ranking reclassification is the result of prudent and diligent financial management by the District's management team and the Board of Directors.
- Platte River Power Authority (PRPA) "Request for Proposals" (RFPs): The District has submitted its response to the PRPA for RFPs revolving around the potential purchase of unfirmed Windy Gap shares and the exchange of their prorated share of the unallocated storage in the Windy Gap firming project.
- Town of Mead's PILOT (Payment in Lieu of Taxes) Fee Request: The Town of Mead has approached the District regarding collecting a 3% PILOT fee.

- District's Debt Refinance: A proposal was reviewed for the refunding of a portion of the District's existing debt and replacing them with a private issued loan. The expected savings is estimated to \$27,000 per year.
- 2017 Goals: District Manager Cook presented the District's 2017 goals. He reviewed the list of major projects and efforts in 2016 and then detailed the 2017 work plan for the District.

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

- Completion of the Mountain River Ranch bore at Little Thompson River,
- Lissa Drive Waterline project.

Water Resources Manager's Report: District Water Resource Manager Koch reported on the following. The District used 341 acre-feet in November. The District's November water use has consistently been less than 280 acre-feet. The record 2016 November water use is attributable to warm, dry conditions and a late killing frost. Water use did not drop to winter levels until the end of November.

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

- Operations Manager Lambrecht gave an update on results of Lead and Copper tests. Looking at the last six months, of all the Tier 1 sites tested, only two exceeded the Action Level (15.0 ug/L). Summary of all sample results, routine and customer requests, must be submitted to Colorado Department of Health and Environment (CEPHE) by January 10, 2017.

### **DIRECTOR REPORTS**

There were no Director reports.

**There being no further business, it was moved by Director Martens, seconded by Director Brandt, to adjourn the meeting at 7:40 p.m.**

Respectfully submitted,

Michael T. Cook