

**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, February 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
Peter Bridgman	Excused
Diana Larsen	Excused
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
Angela Diekhoff, Assistant Recording Secretary

Other Attendee:

Helen Migchelbrink, Mead Town Engineer

CALL TO ORDER

President Szmyd called the meeting to order at 5:02 p.m.

ROLL CALL

It was moved by President Szmyd, seconded by Director Brandt, to excuse the absence of Directors Bridgman and Larsen. Motion carried unanimously.

AGENDA REVIEW

It was moved by Director Martens, seconded by Director Bukowski, to 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. Motion carried unanimously.

PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments.

PUBLIC HEARING

There was no Public Hearing.

CONSENT AGENDA

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

- **Minutes of the January 12, 2017 Regular Board Meeting;**
- **Tap List 613;**
- **January 2017 Disbursements in the amount \$508,377.92:**
 - **Operating Account: \$325,789.87,**
 - **ACH Manual Check Numbers 1129 to 1146 for \$72,568.53**
 - **Check Numbers 7440 to 7510 for \$253,221.34;**
 - **Payroll Account: \$182,588.05 (Two Bi-weekly payroll periods in January)**
 - **ACH Transmittal Vouchers – O-1153 to O-1166 for \$102,237.59;**
 - **ACH Direct Deposit Numbers N-6974 to N-7028 for \$80,350.46.**
- **January 2017 Disbursements Report;**
- **January 2017 Financial Report;**

Motion carried unanimously.

DISCUSSION ITEMS:

Carter Lake Filter Plant:

Item discussed:

- The 42” line project.

Town of Mead Agreement Status:

Items discussed regarding the agreement with Town of Mead for implementation of a 6% fee on our gross revenue from all of our customers in the Mead town limits.

- Notification: A joint letter to be sent in March 2017 to Mead customers who are impacted by the fee. Board recommended that letter should be on Town of Mead letterhead.
- Public Meeting: A Public Meeting will be scheduled on March 27, 2017 at Mead Town Hall.
- Public Rate Hearing: LTWD will set a Public Rate Hearing for the April 13, 2017 Board Meeting for Mead to begin assessing the fee in May 2017.

Brookfield Development Windy Gap Firing, Funding Agreement:

As part of the District's partnership with Brookfield in developing the Windy Gap water shares and Windy Gap Firing Project for use in Barefoot Lakes Project, an agreement was presented that covers how the expenses for the Windy Gap Firing Project will be paid by Brookfield Development. The District's reason for participating in this project with Brookfield is due to the nature of the Windy Gap water shares and the limitations on who can own them.

A few key points on the agreement are:

- There is not a guarantee of pooled or District financing. Ultimately, it is the responsibility of the developer to provide the funding for the project.
- The developer will be responsible for providing the funds for the repayment of the debt on an annual basis and may not "use" more of the water for development that they have paid. They may need to make payments that we would hold for future debt payments if they sell more than 200 taps per year.
- Language will be added about the collateral for the debt. In some terms it will be the Windy Gap Firing Project storage capacity and the yield that it generates from the 12 Windy Gap shares.

It is anticipated that an agreement should be readied for approval at the April 2017 Board Meeting.

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. The District is awaiting a review and action by PRPA in hopes our offer will be accepted and the deal can be closed in the next three months.

STAFF REPORTS

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

- CLFP Tour: Due to conflicts, the CLFP Tour will be rescheduled.
- Newsletter: District Manager Cook reported that he received a very favorable customer response to the District's Winter Newsletter.

District Engineer's Report: District Engineer Kauffman referred to her report in the Board packet.

Water Resources Manager's Report: District Water Resource Manager Koch reported on the following. The District used 266 acre-feet of water for the month of January; 280 acre-feet was budgeted. A strong Spring run-off is predicted due to heavy snowpack in the mountains.

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

- Lead and Copper Testing: No action was required by the Colorado Department of Public Health and Environment (CDPHE) following the Lead and Copper testing

DIRECTOR REPORTS

There was discussion about development and growth in the District. The Board asked for a Study Session on development and growth in the District to be held April 20, 2017, at 5:00 p.m. at the District office. The meeting will be duly noticed.

The Board went into Executive Session at 6:07 p.m. The Board returned from Executive Session at 6:32 p.m.

It was moved by Director Bukowski, seconded by Director Brandenburg, to provide a 3% merit salary increase for the manager retroactive to December 1, 2016 and a \$4,000 bonus for performance during the management transition. Motion carried unanimously. The Board will review the Manager's Performance and Compensation at the March Board Meeting when all Board members are scheduled to be present.

There being no further business, the meeting adjourned at 7:35 p.m.

Respectfully submitted,

Michael T. Cook