

**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, August 10, 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
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

Other Attendee:

Erika Rasmussen, Engineer, Town of Mead

CALL TO ORDER

President Szmyd called the meeting to order at 5:03 p.m. followed by recitation of the *Pledge of Allegiance*.

ROLL CALL

Roll call was taken. All Directors were present.

AGENDA REVIEW

If time allows, the Board decided they will convene into an Executive Session at the end of the regular meeting for the “purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators” per CRS 24-6-402(4)(e).

PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were no public comments on non-agenda items.

PUBLIC HEARING – LTWD INCLUSIONS

President Szmyd opened the Public Hearing for the District Inclusions, Magrum; McMurtrey; and New. There were no public comments and the Public Hearing was closed.

CONSENT AGENDA

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

- Minutes of the July 13, 2017 Regular Board Meeting;
- Tap List 619;
- July 2017 Disbursements in the amount \$417,769.50:
 - Operating Account: \$234,995.06
 - ACH Manual Check Numbers 1243 to 1263 for \$125,732.21;
 - Check Numbers 7930 to 7985 for \$109,262.85;
 - Payroll Account: (Two Bi-weekly payroll periods in July) for \$182,774.44
 - ACH Transmittal Vouchers – O-1251 to O-1266 for \$96,336.68;
 - ACH Direct Deposit Numbers N-7341 to N-7399 for \$86,437.76.
- July 2017 Financial Report;
- Resolution 2017-7, District Inclusions (Magrum, McMurtrey, and New).

Motion carried unanimously.

DISCUSSION ITEMS

Carter Lake Filter Plant (CLFP):

Discussion topics:

- July – record high production month for CLFP
- Delivery of Windy Gap water to Dry Creek Reservoir
- Pre-treatment Feasibility Study at CLFP – reviewed Tetra-Tech’s report and recommendations
- Election of officers for the CLFP Board of Directors
- Proposed future joint (Central Weld County Water District and LTWD) capital projects

Set Public Hearing – Changes in Cash-in-Lieu Fees:

To recap, the District recently purchased Windy Gap water from the Platte River Power Authority. The water will be sold to developers for use in multi-lot subdivisions with residential lots sized for urban density. Staff established requirements for purchasers for implementation of this Windy Gap water. The requirements are intended to encourage conservation best practices inside and outside the home. The District is permitting developers to purchase the water credits from the District ahead of the platting process and tying the credits to the requirements. A \$4,000 Conservation Deposit Fee is proposed to be assessed for failure to adhere to the requirements. A Public Hearing is required for formal adoption of this fee, which is a change to Section 1501.1, Tap Fees, of the District's Rules and Regulations.

There was discussion and concerns expressed regarding the requirements, the Conservation Deposit Fee amount, and language defining the Conservation Deposit Fee for the District's Windy Gap water credits.

Following discussion, **it was moved by Director Bukowski, seconded by Director Martens, to set a Public Hearing at the September 21, 2017 Board Meeting to update Section 1501.1, Tap Fees, of the District's Rules and Regulations adding a \$4,000 Conservation Deposit Fee to be assessed for failure to adhere to the conservation requirements of District's Windy Gap water credits. Motion carried with Director Brandenburg voting against the motion.**

Review of 2018 Budget Schedule and Objectives:

District Manager Cook reviewed the 2018 Budget Schedule and objectives.

The proposed schedule for adoption of the 2018 Budget is as follows:

August 10	Discussion of budget objectives and general directions of the Board
September 21	Presentation of proposed capital expenditures and projects
October 12	Presentation of the proposed budget – required prior to October 15, 2017
November 16	Scheduled Public Hearing on the 2018 Budget – 30-day notice required
December 14	Adoption of 2018 Budget – required prior to December 15, 2017

The following budget objectives were presented for discussion:

- Increase in the assessments for Colorado-Big Thompson water and the cost of Windy Gap water;
- Projected tap sales set at 140 for 2018;
- Continue to fund work on native water change-of-use (water court)
- Work to continue to offer an affordable health care plan option for LTWD employees;
- Budget 3.3% pool for merit pay adjustments and bonuses for LTWD employees – based on Mountain States Employers Council surveys;
- Proposed increase in water rates;
- Additional District staffing needs;
- Continued evaluation of using a contracted leak repair crew or to staff an in-house crew.

Board discussion topics from Board:

- Future treatment plant;
- Use of windfall revenue from Griep farm mineral lease:
 - Add more office space;
 - Vehicle replacement;
 - Upgrade technology – computers, hardware, field GPS units;
 - Meter change-out on master meters using Beacon meters.

STAFF REPORTS

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

- Proposed rate for temporary service for the Town of Berthoud;
- 2013 FEMA flood final request payment submittal for the flood repair work;
- Work continuing regarding the details of the Barefoot Lake Agreement to obtain the second use of Windy Gap water from Barefoot in exchange for development water credits;
- Renewal of Griep Farm Minerals Lease;
- Begin the process to certify the approximate \$12,000 customer account balance to the Weld County Treasurer's office for collection through their property taxes. The Board requested an update.

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

- High number of development submittals;
- Completion of Dry Creek Dam crest road maintenance;
- Good report following the State Engineer's inspection of the Dry Creek Dam;
- Lissa Drive waterline construction;
- New web-based interface for GIS system;
- Last day for summer intern – successfully completed many projects for the GIS and GPS systems.

Water Resources Manager's Report: Water Resources Manager, Nancy Koch, reported on the following:

- The District used 1,050 acre-feet of water in July, a record use for any month in District's history. The record heat in July, coupled with minimal precipitation was a key factor in the higher water usage.
- Due to an 80% CBT (Colorado-Big Thompson) water Quota and free water in June, the District has more water than it can use in 2017, place in Northern carryover and top off Dry Creek Reservoir. The District has leased 1,200-acre feet of this seasonal, excess water to date.

Operations Manager's Report and Water Quality Update:

- Locate requests are still well above normal;
- DBP² (Disinfection By-Products) - next sampling scheduled for August 8;
- Lead & Copper – next sampling period is before December 31, 2017;
- Beacon meters – still working out bugs.

DIRECTOR REPORTS

Discussion topic:

- Proposed Changes to Cash-in-Lieu Fee/Requirements: It was suggested a builder/developer be invited to the Board meeting for their input regarding the proposed changes.

The Board went into Executive Session at 8:10 p.m. The Board returned from Executive Session at 8:40 p.m.

There being no further business, the meeting adjourned at 8:41 p.m.

Respectfully submitted,

Michael T. Cook