

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 21, 2025. Attendance was as follows:

Board of Directors:

Emily McMurtrey, President, Present
Larry Brandt, Present
Ryan Heiland, Present
Ed Martens, Present
Bill Szmyd, Absent - *Excused*
James J. Walker, Present

Staff in Attendance:

Amber Kauffman, District Manager
Angela Diekhoff, Business Manager
Brad Eaton, District Engineer
Amanda Hoff, Water Resources Manager
Reese Saxton, Operations Manager
Kammy K. Tinney, Business Project Manager
Jake Hebert, Civil Engineer III
Judy O'Malley, Recording Secretary

Other Attendees:

There were no other attendees.

CALL TO ORDER

The recitation of the *Pledge of Allegiance* occurred, followed by President Emily McMurtrey calling the meeting to order at 5:00 p.m.

ROLL CALL

Roll call was taken.

It was moved by Director Ed Martens, seconded by Director Larry Brandt, to excuse the absence of Director Bill Szmyd. Motion carried unanimously.

All other Directors were present resulting in a quorum of five of six members in attendance. There is one vacancy on the Board.

AGENDA REVIEW

There were no changes to the agenda.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

President McMurtrey opened the Public Comments period at 5:02 p.m. for non-agenda comments. There being no non-agenda comments, the Public Comments period was closed at 5:03 p.m.

CONSENT AGENDA

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

- **Minutes of the July 17, 2025, Regular Board Meeting;**

- **Minutes of the August 4, 2025, Board Work Session;**
- **Tap List 715;**
- **July 2025 Disbursements in the amount of \$2,545,478.24**
 - ❖ **Operating Account: \$2,050,736.24**
 - **ACH Manual Check Numbers 6519 to 6587 - \$1,912,715.40**
 - **Manual Check Numbers 12472 to 12522 - \$138,020.84**
 - ❖ **Payroll Account: \$494,742.00 (Three bi-weekly payroll periods paid in July)**
 - **ACH Transmittal Vouchers 2662 to 2681 - \$239,313.15**
 - **ACH Direct Deposit Numbers 14775 to 14888 - \$255,428.85**
- **July 2025 Financial Report**
The motion carried unanimously.

DISCUSSION ITEMS

NoCo Water Alliance:

District Manager Amber Kauffman provided the following information to the Board:

- LTWD Resolution 2025-10 supports Northern Colorado Water Preservation Principals developed by the Northern Colorado Water Alliance (NoCo WA). The Principals emphasize regional collaboration, in part, to protect and retain Northern Colorado's water resources, and seek appropriate mitigation to impacted communities if out of region transfers occur. Adoption of this resolution demonstrates LTWD's commitment to protecting local water supplies for local economic interests.
- The resolution does not propose to alter the individual property rights of water right owners to sell or transfer their water rights nor does it intend to impede the Northern Colorado water community from making beneficial use of their water rights in a manner that best supports their community. The resolution does not bind LTWD to act and does not alter any existing water rights or agreements.

Following discussion, **it was moved by President McMurtrey, seconded by Director Ryan Heiland, to approve Resolution 2025-10 Approving Northern Colorado Water Preservation Principles. The motion carried unanimously.**

Work Session Takeaways and Adjustments:

District Manager Kauffman, and District Engineer Brad Eaton provided the following information to the Board:

During the August 4 work session, staff heard some concern from the Board about the cost of the proposed capital projects and the amount of debt required to fund those projects. Staff felt it prudent to review and provide options to have clear direction on the path forward. A list of projects was provided with proposed construction timelines. However, the first issuance of bonding must occur next year to address immediate needs in providing funds for the Carter Lake Filter Plant (CLFP) Pre-treatment Project, at a minimum.

Discussion occurred throughout regarding prioritization of projects, along with options for the amount and timing of bonding to pay for the different projects. Ms. Kauffman and Business Manager Angela Diekhoff will speak with the District's investment banker for recommendations on available options.

President McMurtrey called for a break at 5:46 p.m. The meeting resumed at 5:51 p.m.

Budget Objectives:

Business Manager Diekhoff presented the following information:

- Schedule:
 - ❖ LTWD has surpassed the mid-year of 2025, it is time to plan for the 2026 Budget.
 - ❖ The following schedule has been used to allow the Board time to digest the major components of the proposed budget and allow staff time to work on the details of the proposed budget.
 - August 21 - Discussion of budget objectives and general directions from the Board.
 - September 25 - Presentation of proposed Capital expenditures and projects.
 - October 16 - Presentation of the proposed budget.
 - November 20 - Scheduled public hearing on the proposed budget; 30-day notice required.
 - December 11 - Adoption of the 2026 Budget (required by December 15, 2025).
- Budget Objectives:
 - ❖ The following budget objectives are suggested as a starting point for the 2026 budget. They are provided to stimulate discussion and suggestions from the Board.
 - Projected tap sales at 185 tap sales for 2026
 - Overall retail rate increases for:
 - ◇ Base rate, and tier rate proposing a 15 percent increase
 - ◇ Wholesale, Bulk and Water Rental Rates proposing a 5 percent increase
 - ◇ Consumer Price Index (CPI) 2025 as of July equals 2.7 percent - published data may be adjusted before end of September, Staff will adapt accordingly
 - ◇ Projected Growth to be at 2.5 percent
 - Employee Costs:
 - ◇ Three new employee positions, pending workload in each department
 - Finance Assistant
 - Engineering
 - Operations
 - ◇ The Employment Cost Index (ECI) for the last 12 months has averaged 3.6 percent as of quarter 2 of 2025.
 - ◇ Staff recommend budgeting a 12.0 percent increase for Employee Costs to include cost of living adjustments, merit adjustments and two new staff.
 - Discussion for Standard Tap:
 - ◇ Raise allotment surcharges up from \$8 to \$16
 - Expand water loss reduction program
 - Continue to fund work on native water change of use cases (water court)
 - Significant CLFP joint capital projects (pretreatment construction)
 - Significant Capital Expenses for native water projects and bond funded projects
 - Remodel of the office
 - Bonding for 2026 to support ongoing and new capital projects
 - Rate Study 2026
 - Revision to LTWD's risk and resiliency report
 - Update to LTWD's emergency response plan
 - Other input from the Board

Discussion occurred throughout the presentation giving Staff guidance to prepare a proposed budget for Board review and approval that meets the needs of the District and is aligned with Board policies and direction.

Election of Officers:

District Manager Kauffman provided the following information to the Board:

- With the vacancy of Ward 5, the Board Vice President position is open. Prior to the meeting, Director Bill Szmyd advised Ms. Kauffman he would accept the position if nominated.

It was moved by Director Martens, seconded by Director Walker, to nominate Director Bill Szmyd as Vice-President. The motion carried unanimously.

CLFP:

District Manager Kauffman provided a summary of the meeting:

- New officers are elected to the CLFP Board annually and the Officers for 2025-2026 are:
 - ❖ President: Al Lind
 - ❖ Vice President: Ryan Heiland
 - ❖ Secretary/Treasurer: Emily McMurtrey
- Pretreatment:
 - ❖ The CLFP staff sent the contract to Rice Lakes West.
 - ❖ The CLFP board voted to approve the time and materials contract with LSI for an amount not to exceed \$2,076,600.00.
 - ❖ Plant staff met with Poudre Valley Rural Electric Association (REA) the week of August 18 to discuss power service to the new pre-treatment building.
 - ❖ Plant staff met with Rice Lakes West the week of August 18 to discuss personnel assigned to the project.
 - ❖ CLFP board approved a pay application to AWC Water Solutions with a 5 percent retainer for the delivery of the Dissolved Air Flotation (DAF) equipment.
- Dry Creek – pumping from Dry Creek Reservoir ended on August 13 due to water quality issues. The plant pumped nearly 210 acre-feet (ac-ft) of water this past year and in the process reduced chemical costs significantly.
- CLFP Plant Manager Rick Whittet and Plant Superintendent Bryan Beberniss continue to attend the Northern Water meeting for Windy Gap participants to hear more about uranium levels and to understand how it may impact water treatment at CLFP. Tests for Radium 226, Radium 228, Uranium and Nitrate were taken to help CLFP know what the background levels are. All results were non detect.
- The five Million Gallon (M-G) steel water tank will require recoating. CLFP requested and was granted the ability to go to a Request for Qualifications (RFQ) to get qualified painters prior to getting a bid from the companies. Also discussed were the changes to the specifications, the use of a qualified third-party inspector, and overall management of projects at the plant.
- The CLFP board approved a contract with Wesco for installation of pipe supports in the north plant.
- CLFP staff presented an issue with the operation of filters 17 and 18 which will require the rehabilitation of the filters and replacement of the underdrains. No costs were available at this time.

- The CLFP board agreed to continue adding fluoride to the water treatment process.
- The September board meeting was cancelled, and the October board meeting was moved to October 15.

[Public Hearing: Action Item: Motion to Approve Resolution 2025-11 Larimer County Inclusion:](#)

The Public Hearing had been properly publicized. No written objections were received. President McMurtrey opened the Public Hearing at 6:33 p.m. No public was present, and the Public Hearing was closed at 6:34 p.m.

It was moved by Director Brandt, seconded by Director Walker, to adopt Resolution 2025-11 Inclusion (Lindberg). The motion carried unanimously.

STAFF REPORTS

District Manager's Report: District Manager Kauffman presented the following information to the Board:

- Town of Berthoud (Berthoud)
 - ❖ Ms. Kauffman had lunch with Berthoud Director of Water Utilities Ken Matthews on August 6. Discussion included potential opportunities to collaborate with projects and resources, current water court cases, developments in the area, water sources, and the potential need for a new intergovernmental agreement (IGA) to address water dedication and potential participation in infrastructure.
- Regional Water Authority
 - ❖ Ms. Kauffman attended a meeting for the regional water authority on August 7. Discussion was had regarding water supplies and quality relating to types of treatment, the size of the parcel and space for different treatment options, timing for contracting with engineers and attorneys, and reimbursement agreements between the participants and CWCWD for the contracts with the legal and/or engineering consultants for the authority group.
- Office Remodel and Pipe Shed
 - ❖ Ms. Kauffman met with Traverse Builders LLC on August 12 to discuss the remodel of LTWD's office building and potential ways to expedite the remodel or reduce costs. Traverse Builders is contracted through LTWD's architect, R4 Architects, to help provide cost estimates for the projects and provide additional feedback on efficiencies.
- Pico and Dos Pico
 - ❖ Water Resources Manager Amanda Hoff and Ms. Kauffman met with the owner and their representatives for Pico and Dos Pico Dairies on August 11 to discuss water use and allotments. The dairies are working with LTWD to identify potential solutions to the increased usage without additional water dedication, and some cross-connection issues.

- Chimney Hollow and Uranium
 - ❖ CLFP Plant Superintendent Beberniss, Ms. Hoff, Water Resources Specialist Joe Pitti and Ms. Kauffman attended the Chimney Hollow Water Quality meeting on August 13 that included a discussion on uranium, updated test results by Northern Water and others for Uranium and other constituents, discussion of ongoing studies, and consideration for timing of decision making. The group decided to meet every other week to review any updates to the uranium concern in a concerted effort to be transparent about potential mitigation efforts and costs.
- Upcoming Work Session and Planned Topics (subject to change):
 - ❖ November – Presentation by Northern Water on the Northern Integrated Supply Project (NISP), review and discussion of strategic goals.

Business Manager's Report: Business Manager Diekhoff presented the following information to the Board:

- Account sign-ups for Eye On Water (EOW) increased to 31 percent.
 - ❖ Director Martens noted that he was finally able to receive a resolution to his insurance claim using his EOW data.

District Engineer's Report: District Engineer Eaton presented the following information to the Board:

- LTWD received three new tap, and three new Accessory Dwelling Unit (ADU) Commitment to Serve Requests in July, bringing the 2025 year-to-date total to 209 new taps and eight ADUs.
- Capital Projects
 - ❖ Northeast Transmission Line – construction is on hold except at the new roundabout to be located at Weld County Roads (WCR) 54 and 13. LTWD waterlines need to be relocated by year end in this area. Weld County will reimburse LTWD for the eastern waterline that is currently in private easement.
- Development
 - ❖ Some developers are really pushing on what is left of their projects.
 - ❖ Civil Engineer III Jake Hebert is very busy with development reviews.
 - ❖ The LTWD inspectors are busy with projects wrapping up before fall.
- Other Engineering Department Activities:
 - ❖ The old Geographic Information System (GIS) servers have been completely shut down.
 - ❖ I-25 CDOT Segment 5 – Impacts to LTWD infrastructure and existing easements continue. These activities continue to involve significant staff time.
 - ❖ The Engineering Department welcomes the return of Clayton Orback to LTWD as a Civil Engineer II. The search continues with finding a higher-level engineering project manager.

Water Resources Manager's Report: Water Resources Manager Hoff presented the following information to the Board:

- As Ms. Hoff had previously announced her resignation from LTWD, she started by thanking the Board for the support and opportunities provided to her over the years. Ms. Hoff also noted what a pleasure it has been working with everyone.

- The July water usage was far below average.
 - ❖ Discussion of localized, sporadic rainstorms ensued.
- Dry Creek Reservoir water volume decreased due to evaporation and some water being pumped by CLFP.
- The seasonal outlook shows continued hot and dry weather.
 - ❖ Director Brandt noted that the Farmer's Almanac has predicted a severe winter for the Colorado Front Range area. Ms. Hoff replied that the publication is noted for having a high accuracy rate.

Operations Manager's Report: Operations Manager Reese Saxton presented the following information to the Board:

- Locate requests were very high in July, partly due to repeated tickets for the same lot.
- Monthly Water Quality Report: Monthly Total Coliform samples were within acceptable parameters.
- **Project Updates:**
 - ❖ Construction of the new storage shed at Dry Creek Reservoir is complete. Extra measures were taken to help prevent mouse infestation.

Business Project Manager's Report: Business Project Manager Kammy Tinney presented the following information to the Board:

- Policies and Procedures
 - ❖ Ms. Tinney expects to have drafts of the signing authority, purchasing, and reserve policies at the September meeting.
- Employee Engagement Activities
 - ❖ The continuation of KUDOS recognition for Staff witnessing and sharing outstanding service and accomplishments.
 - ❖ The Annual Summer Employee get-together was held at Sky Bear Brewing for lunch and The Flipside for fun games.
- The Safety Committee has expanded to include the newest member of the customer service team. Currently the committee is reviewing safety/equipment needs, training ideas and budgeting for 2026. Documentation of Standard Operating Procedures, re-writing of the current Safety Manual, and safety participation incentives are ongoing.
- Ms. Tinney continues to support all managers and departments with projects.

DIRECTOR REPORTS

- President McMurtrey reminded everyone present that the September board meeting was rescheduled to September 25 due to the Special District Association (SDA) Conference being held September 16 through 18.
- Director Brandt noted that a sweet corn festival is to be held in Montrose, Colorado over the weekend. Several people present noted that the Loveland Corn Roast Festival is also to be held the same weekend.

It was moved by Director Martens, seconded by President McMurtrey, to adjourn the meeting at 7:03 p.m. The motion carried unanimously.

Respectfully submitted,

Amber Kauffman
Secretary