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 11, 2025. Attendance was as follows:

Board of Directors:
Emily McMurtrey, President
Bill Szmyd, Vice-President
Larry Brandt, Treasurer
Ryan Heiland
Ed Martens
Garret Maurer
James J. Walker

Staff in Attendance:
Amber Kauffman, District Manager
Brad Eaton, District Engineer
Reese Saxton, Operations Manager
Kammy K. Tinney, Business Project Manager
Catie Bartone, Civil Engineer II
Judy O'Malley, Recording Secretary

Other Attendees:
There were no other attendees present.

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 President McMurtrey and seconded by Director Ed Martens to excuse the absence of Director Bill Szmyd. Motion carried unanimously.

A quorum of the Board was present with six of seven members in attendance.

AGENDA REVIEW

District Manager Amber Kauffman recommended discussion in Executive Session as part of Item 9, Discuss Personnel Matters – District Manager Annual Review, subject to §24-6-402(4)(f), C.R.S. for the purpose of discussing personnel matters related to the District Manager's annual review.

It was moved by Director Martens and seconded by Director Ryan Heiland to approve the agenda as presented, including discussion in Executive Session as requested. The motion carried unanimously.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

President McMurtrey opened the Public Comments period at 5:11 p.m. There were no members of the public present, and the Public Comments period was closed.

CONSENT AGENDA

It was moved by Director Martens and seconded by President McMurtrey to approve the Consent Agenda, including:

- **Minutes of the November 20, 2025, Regular Board Meeting**

- **Tap List 719**
- **November 2025 Disbursements in the amount of $2,628,344.17**
  - **Operating Account: $2,106,520.39**
    - **ACH Manual Check Numbers 6822 to 6890 - $992,987.90**
    - **Manual Check Numbers 12673 to 12715 - $1,113,532.49**
  - **Payroll Account: $521,823.78 (Two bi-weekly payroll periods paid in November)**
    - **Live Checks 2217 to 2254 - $66,879.17**
    - **ACH Transmittal Vouchers 2724 to 2744 - $265,948.48**
    - **ACH Direct Deposit Numbers 15129 to 15209 - $188,996.13**
- **November 2025 Financial Report**

The motion carried unanimously.

DISCUSSION ITEMS

Colorado Department of Transportation (CDOT) Easement Acquisition:

District Manager Kauffman provided the following information to the Board:
CDOT has been acquiring portions of property along Interstate-25 (I-25) to expand the roadway for increased traffic. Some of the acquisitions by CDOT have included property where LTWD has easements, some with no infrastructure. These easements were generally acquired either ahead of a project or for future infrastructure. The CDOT acquisitions result in LTWD being offered fair market value for its rights in that area. Correspondence from CDOT, the locations, and offers were discussed. Two of the easements were previously purchased by Barefoot, and those reimbursements from CDOT should be forwarded to Barefoot. The easement on the Mile 250, LLC property is not an easement anticipated to be used in the future and has no infrastructure in it; Staff are comfortable with releasing that easement for the payment offered. CDOT wishes to purchase these easements to prevent utilities from being installed in the future.

Following discussion, **it was moved by President McMurtrey and seconded by Director Martens to accept the purchase offers for the easements from CDOT and to pass along applicable payments to Barefoot. The motion carried unanimously.**

St. Vrain Water Authority (SVWA) Dissolution Agreement:

District Manager Kauffman provided the following information to the Board:
The SVWA board approved the dissolution agreement unanimously on November 10, 2025. The agreement included reimbursement to LTWD for all monies spent as part of the SVWA and required that amount be put into an escrow account by December 5, 2025. This date was not possible due to the timing of the Firestone Town Council schedule and the board of trustees approving the payment. SVWA revised the agreement and brought the dissolution agreement back to the SVWA board on December 8, 2025, with a modified date for the payment. All changes requested by LTWD were made to the agreement.

Following discussion, **it was moved by Director Jim Walker and seconded by Director Larry Brandt to approve the SVWA Dissolution Agreement on the condition th**at **payment** is **received by LTWD on Friday, December 12, 2025. The motion carried unanimously.**

District Accomplishments:

District Manager Kauffman presented the item to the Board and reviewed the summary of accomplishments and goals provided with the agenda packet.

The District made significant accomplishments as listed below:

- Great New Employees – All Departments
- Leadership Development – Front Line Leaders Program
- Payroll Procedure Documentation and Trained Backup
- Continued Improvement to Internal Relations between All Departments
- Excellent Backhoe Crew Receiving Routine Kudos from Customers
- Successful Dam Inspection at Dry Creek Reservoir
- Identify New Supervisory Control and Data Acquisition (SCADA) Hardware and Contractor to Perform Needed Upgrades
- Updated Monitoring Plan with Colorado Department of Public Health and Environment (CDPHE)
- Added Five New Total Coliform Rule (TCR) Sampling Stations to Comply with Increased Testing Requirements
- Great Progress with Arkins Meter Replacement Project
- Website Redesign
- New on-line Development Review Application and Scheduling Tool for Preapplication Meetings
- Continued Education to Customers Regarding Allotments and Surcharges
- Employee Engagement Programming – Recognition, Kudos, Activities, Newsletter
- Office Remodel Project – Design, Budget Estimates, Proposals
- Board First Ever approval of an Integrated Project Delivery Method for the Office Remodel Project
- Completion of Salary and Benefits Survey
- Policy Updates – Purchasing Policy and Reserve Policy
- Implementation of Quarterly Work Sessions with the Board
- Finalized Water Cost Funding Agreement with Brookfield
- Completed Colorado-Big Thompson (C-BT) Lease with City of Greeley
- Revised the Barefoot Lakes Management Agreement
- Regular Board Election and Appointment of a New Director in Ward 5
- Exit from SVWA
- Involvement in Proposed Hicks Legacy Water Treatment Authority and Approval of a Funding Intergovernmental Agreement (IGA) to Aid in the Creation of the authority
- NoCo Water Alliance Adoption of Principles and Continued Participation in the Alliance
- Continued Navigation of I-25 CDOT Improvements
- West I-25 Transmission Line in Construction with Nearly All Easements Acquired
- Significant Progress on Raw Water Infrastructure Projects (H2/RFO)
- Safety Dividend from Workers' Compensation Insurance Provider
- Carryover Capacity Leases from the City of Boulder and St. Vrain Left Hand Water Conservancy District
- Geographic Information System (GIS) System Migration to New Servers and Significant Upgrades
- Selection of Legal Counsel Specializing in Local Government and Employment Law
- Coordination with Larimer County Emergency Operations Center
- Renewed IGA with Longs Peak Water District
- Confirmed Service Boundary with the Town of Berthoud
- Confirmed General Guidance on Allotments for Non-residential Taps
- Confirmed Policy Changes to Evaluate after Review of Preliminary Results of the Raw Water Master Plan
- Successful 2024 Audited Financials Reviewed and Confirmed LTWD Board Interest in Maintaining Fluoride Addition at Carter Lake Filter Plant for Public Health

- Review of Capital Expenditures and Funding Requirements and Subsequent Revisions per Board Direction
- Board Approval of 2026 Budget and Rates
- Use of LTWD Standardized Development Agreement

District Manager Kauffman also provided an update to the 2025 goals as follows:
- Finish the raw water master plan and hydraulic master plan – goal is partially complete.
- Review and revise capital project list and prioritization/timing and identify funding mechanisms to assist in financial stability of the district – DONE.
- Development tracking/management and efficiency improvements - done but always improving.

Strategic Goals Discussion:
District Manager Kauffman provided the following information to the Board:
In May of 2009, the Board participated in an organizational goal setting study session. The outcome was a list of 13 identified goals. This session was facilitated by a representative from the Department of Local Affairs (DOLA).

In 2018 LTWD staff and Board went through a Strengths, Weaknesses, Opportunities, and Threats (SWOT) exercise to help determine the strategic goals for the District. In 2022 the Board and staff reviewed relevant planning documents for amending the 2018 Strategic Plan priorities and came up with each person's top five priorities. The priorities were grouped and ranked by the number of similar comments and the top issues to be addressed in the next three to five years.

LTWD management would like guidance on the format for strategic planning to be completed in work sessions in 2026 and presented several options to the Board for consideration. Discussion occurred throughout regarding bringing in DOLA or another group to facilitate planning or managing within LTWD; adding more tasks to Staff or leaving room to complete more of the current strategic goals; making sure the priorities are still the same; concerns with possible changes to water sources; and reevaluating overuse surcharges. The Board determined that use of an outside facilitator is not necessary at this time, and that review of current goals and objectives to determine priorities and strategic goals is the direction to take for a work session in 2026.

Carter Lake Filter Plant (CLFP):
District Manager Kauffman provided a summary of the meeting:
- **Pretreatment.** NoCo Engineering hoped to file documents with Larimer County for the building permit for the pretreatment project in increments. Larimer County wants the entire plan and NoCo Engineering will need to hire an architect sooner than expected to provide the complete plan.

  Poudre Valley Rural Electric Authority (PVREA) has not received approval from the Bureau of Reclamation (BOR) to move a power pole due to the federal government shutdown.
- **5 Million Gallon (M-G) Steel Tank Re-Coating.** Sand blasting of the exterior was to begin however the contractor did not have a safety plan. The blasting has been postponed pending the completion of an acceptabel safety plan.
- **Filters 17 and 18.** Underdrains have been ordered. The filter media was quoted at twice the cost received since the last filter rebuild so additional quotes are being pursued.
- **Sanitary Survey.** CDPHE completed the Sanitary Survey and there were no violations or deficiencies.

- **Centers for Disease Control (CDC) Quality Award for 2024.** CLFP has been recommended as a recipient of the award by CDPHE. The award program recognizes public water systems that achieve and maintain optimal levels of fluoride in drinking water, a key strategy for preventing tooth decay. States and the CDC work together to identify eligible systems and distribute the certificates.

Rules and Regulations Section 7 Update:

District Manager Kauffman provided the following information to the Board:
In November 2023, the Board approved the initiation of a new tap size, re-established the 3/4-inch tap (Estate Tap), and also approved revisions to Section 3 of the District's Rules and Regulations. Since then, Staff recognized the need to update Section 7 of the District's Rules and Regulations to address how the changes in tap size and related lot size impact the issuance of taps for multifamily units and mobile home parks (rental or lot ownership). The updates include:

- Changes to ensure the Tap holder is generally responsible for anything tied to the property ownership.
- Clarification for the types of residential taps and any requirement tied to lot size criteria in order to stay within the annual allotment.
- Addition of the water resources fee as a component of the tap fee.
- Inclusion of Recreational Vehicle (RV) Parks with Mobile Home Parks,.
- Clarification of determination of tap size based on mobile home rental or lot ownership.

Following discussion, **it was moved by President McMurtrey and seconded by Director Martens to accept Rules and Regulations Section 7 as submitted with the correction to the second paragraph of 701.3 "Residential Inside Use Only taps (*lot size* less than 1,000 SF,…)" to "Residential Inside Use Only taps (*home size* less than 1,000 SF,…)". The motion carried unanimously.**

Crossing Fee Waivers:

District Engineer Brad Eaton provided the following information to the Board:
LTWD utilizes a formal crossing agreement process to control the crossings of district infrastructure by other utilities when LTWD's facilities are within exclusive easements owned by the district. Due to the increasingly large volume of crossing agreement requests, along with the amount of staff processing time, in 2025 LTWD implemented a crossing agreement fee of $1,000 per agreement. Staff experience to date has shown that situations often occur where the fee is not justified or is only partially justified and requests Board consideration to grant authority to the District Manager to waive or reduce the crossing agreement fees on a case-by-case basis.

It was moved by Director Martens and seconded by Director Heiland to allow the District Manager to waive or reduce the crossing agreement fees on a case-by-case basis. The motion carried unanimously.

Public Hearing: Action Item – Motion to Approve: Resolution 2025-18 Inclusions and Resolution 2025-19 Exclusions:

The Public Hearing was properly publicized. No written objections were received. President McMurtrey opened the Public Hearing at 6:04 p.m. No public was present, and the Public Hearing was closed.

It was moved by President McMurtrey and seconded by Director Garret Maurer to adopt Resolution 2025-18 Inclusions and 2025-19 Exclusions of properties located in Larimer and Weld Counties as presented. The motion carried unanimously.

Resolution 2025-20 District Manager Authorization for Water Court:
District Manager Kauffman provided the following information to the Board:
General Counsel, Allison Ulmer, recommends documentation of the District Manager's authority to file applications and statements of opposition related to appropriations, implementing water exchanges, and obtaining changes of existing water rights interests on behalf of LTWD. Outside of the general authority granted in Section 2 Rules and Regulations, this specific authority has not previously been granted by the Board.

It was moved by President McMurtrey and seconded by Director Brandt to adopt Resolution 2025-20 authorizing the District Manager to initiate Water Court filings. The motion carried unanimously.

STAFF REPORTS

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

- **Town of Berthoud (Berthoud).** A new developer bought the Turion development. Civil Engineer II Clayton Orback and Ms. Kauffman met with Berthoud and representatives from Turion to discuss future water service and conditions for the project.
- **Regional Water Authority.** Ms. Kauffman attended a meeting to discuss an establishment agreement for the group.
- **St. Vrain Lakes Metropolitan District.** Ms. Kauffman attended a work session of the St. Vrain Lakes Metropolitan District Number 2 board to discuss the water levels in Barefoot Lakes and how the lakes are managed. The goal is to understand how that is currently done and if there is any opportunity to maintain higher lake levels in the reservoir.
- **Dry Creek Dam Comprehensive Dam Safety Evaluation.** Central Weld County Water District (CWCWD) and LTWD attended a dam safety evaluation put on by the Colorado Dam Safety Division and their consultant, RJH Consultants. Every high hazard dam in the state is required to go through this evaluation to engage dam owners as to potential hazards that had not been on their list before and how to potentially mitigate those hazards. Ms. Kauffman answered questions from the Board regarding lessons learned from the evaluation.

Business Manager's Report: In Business Manager Angela Diekhoff's absence, District Manager Kauffman presented the following information to the Board:

- **Eye-On-Water (EOW).** 32 percent of customers have signed up for EOW. Director Heiland noted that Ms. Diekhoff had advised the Board at a previous meeting that sign-ups seem to increase in the fall when customers begin receiving the overuse surcharges.

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

- LTWD received four new taps, and two new Accessory Dwelling Unit (ADU) Commitment to Serve Requests in November, bringing the 2025 year-to-date total to 220 new taps and 15 ADUs.
- Capital Projects continue to advance. Mr. Eaton noted that the Engineering department is grateful to have the addition of Civil Engineer II Catie Bartone.

- There are no new development projects at this time, but developers are pushing to complete existing projects before winter. The Waterfront in Mead and Turion projects are starting to come back online.
- Other Engineering Department Activities:
  - ❖ LTWD-wide construction activities for both development and capital projects continue to be active through the mild weather.
  - ❖ CDOT Segment 5 impacts and staff engagement continue.

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

- The 2025 – 2026 Water Year has just started. Water use for November was slightly below projections.
- The Windy Gap Water Year has changed from October 1 to September 30. Windy Gap users now have until March 31 of the following year to use the Windy Gap water before losing any leftover water.
- Temperatures have been high and precipitation has been low, while the Seasonal outlooks for both are at equal chances of being within normal ranges. The current snowpack is not good.
- Staff have been attending ditch board meetings. Staff are still working on the Home Supply case to get objectors out. Ms. Kauffman advised that she is hoping to be able to get the Handy Ditch case started in Water Court sometime in 2026.

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

- Locates are still higher than average in part due to a lot of fiber optics being installed in the area.
- Due to new state regulations that will increase the workload, Distribution Services Backflow Specialist Roberta Dunn will be reassigned to align with the Water Systems Workers crew. Mr. Saxton advised that another locator will be hired in 2026.

President McMurtrey questioned how many Locate requests might turn into Utility Crossings. Discussion followed regarding how the Operations Crews work with the Engineering Department to monitor other utility work happening in the field.

- Operations was able to upgrade five more SCADA sites, which brings our total up to nine for the year with more to come. The total cost for each upgrade is down compared to initial planning.
- The Backhoe Crew had spent all day working on a leak repair the day of the company Holiday Lunch. Director Brandt questioned the safety culture on the work sites. Mr. Saxton advised that Crew Leader Construction Services Cody Palmer implemented Safety Talks and documentation of the talks before the crew starts any maintenance work.

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

- **Employee Engagement Activities.** Ms. Tinney noted that as the Backhoe Crew was unable to attend the Holiday Lunch, the restaurant packed up several meals and Utility Locator Hannah Mraz delivered the meals to the work site. The year-end raffle drawing for KUDOS recognition was held with the last safety training of the year. The lucky top prize winner generously offered to share the prize with Staff, and several tickets will be drawn during LTWD's 2nd Annual Ugly Christmas Sweater Lunch to be held on December 18, 2025. Staff collected a total of 200 lbs. of food donations and other goods for the House of Neighborly Service Annual Donation Drive and delivered items on December 4, 2025.

- **Leadership Development.** Department Managers and the District Manager are working through bi-weekly review of each of twelve modules within their respective schedules and follow up as a group every other week.
- **Office Remodel, Site Improvement and Accessory Structure Project**. Civil Engineer II Barone is coordinating the project. Public Notice of Request for Qualifications (RFQs) was published on Friday, November 14, 2025. To date five general contracting firms have expressed interest and requested the qualifications summary. Statements of Qualification are due Wednesday, December 10, 2025. Staff and r4 Architects, LLC will review the submitted qualifications and request proposals between December 10 and December 17, 2025, with proposals for consideration due no later than January 7, 2026. Ms. Tinney is coordinating how and where to move personnel during construction.

DIRECTOR REPORTS

- Director Martens noted that his daughter works for an organization that protects old growth forests. She had told him that in an effort to save the Spotted Owls in Washington state there is a plan to kill thousands of Barred Owls that are threatening the Spotted Owls.
- Director Heiland expressed his support for the Denver Broncos.
- Director Maurer mentioned how educational his first LTWD Board Meeting was.

President McMurtrey called for a break at 6:48 p.m. The meeting resumed at 7:00 p.m.

EXECUTIVE SESSION

It was moved by President McMurtrey and seconded by Director Heiland to adjourn to Executive Session subject to §24-6-402(4)(f), C.R.S. for the purpose of discussing personnel matters as it relates to the District Manager's annual review. The motion carried unanimously, and the Board adjourned to Executive Session at 7:00 p.m. All Staff were excused.

The Board reconvened in Regular Session at 7:50 p.m. upon motion duly made by Director Heiland and seconded by Director Martens. The motion carried unanimously.

It was moved by President McMurtrey and seconded by Director Brandt to again adjourn to Executive Session subject to §24-6-402(4)(f), C.R.S. for the purpose of discussing personnel matters as it relates to the District Manager's annual review at 7:55 p.m. The motion carried unanimously, and District Manager Kauffman was invited to attend the second part of the Executive Session.

The Board reconvened in Regular Session at 8:30 p.m. upon motion duly made by Director Heiland and seconded by Director Martens. The motion carried unanimously.

It was moved by President McMurtrey and seconded by Director Heiland to amend the District Manager's salary with a 4.7 percent increase. The motion carried unanimously.

It was moved by Director Martens and seconded by President McMurtrey to adjourn the meeting at 8:31 p.m. The motion carried unanimously.

Respectfully submitted,

Amber Kauffman
Secretary