

# **CENTRAL WELD COUNTY WATER DISTRICT BOARD MEETING AGENDA**

**2235 2<sup>nd</sup> Avenue – Greeley, CO  
January 19, 2023**

**970) 352-1284  
1:30 P.M.**

**James Park, President  
Albert Lind, Vice President  
Katie Strohauer, Treasurer**

**T.Scott Meining, Director  
Peter Ulrich, Director  
Stan Linker, District Manager**

## **AGENDA ITEMS:**

- ITEM 1: ROLL CALL**
- ITEM 2: Public Comment on Non-Agenda Items**
- ITEM 3: MINUTES**
  - A. Approval of Minutes dated DECEMBER 15, 2022**
- ITEM 4: FINANCIAL REPORTS**
  - A. Approval of Current Bills**
  - B. Fund Investments**
  - C. Budget Reports**
- ITEM 5: STAFF REPORTS**
  - A. Incoming Correspondence**
  - B. Outgoing Correspondence**
  - C. Field Report**
  - D. Consumption & Comparison Report**
  - E. Revenue & Usage Report**
  - F. NISP Report**
  - G. Windy Gap Report**
  - H. Manager's Report**
- ITEM 6: CARTER LAKE FILTER PLANT REPORTS**
  - A. CLFP Minutes**
  - B. CLFP Agenda**
  - C. CLFP Project Updates**
  - D. CLFP Pre-Treatment Updates**
- ITEM 7: NEW BUSINESS**
  - A. Tap Fee Agreements**
  - B. 2023 Election**
  - C.**
  - D.**
  - E.**
  - F.**
  - G.**
- ITEM 8: ADJOURNMENT**

# **PUBLIC COMMENT**

## **ITEM NO. 2**

**JANUARY 19, 2023**

Public comment will be limited to 30 minutes on the agenda, **with a three minute limit per comment.**

Comments will be read into the public record based on the order in which they are received.

All submitted comments will be shared with all board members.

Public comments are accepted on various agenda items. Comments may be delivered in person during or before the public meeting or submitted electronically through the website at [www.cwcwd.com/contact](http://www.cwcwd.com/contact).

A valid email address is required.

Written comments are accepted up to 1 hour before the start of the public meeting.

Individuals should sign up in person to speak in the Board room. Should the Board receive a significant number of public comment requests related to one or more agenda items it may, at its own discretion, further limit the total time allotted for public comment.

Printed copies of public comments received on a particular matter may be provided upon request.

**NO RESPONSES OR QUESTIONS CAN BE GIVEN NOR ASKED, THIS IS A LISTEN ONLY SESSION FOR THE BOARD**

# **MINUTES FOR CWCWD REGULAR BOARD MEETING**

**ITEM NO. 3A (1-9)**

**JANUARY 19, 2023**

## **MINUTES FOR CENTRAL WELD COUNTY WATER DISTRICT REGULAR BOARD MEETING DECEMBER 15, 2022**

The Regular meeting of the Board of Directors of Central Weld County Water District was held on Thursday, December 15, 2022, at approximately 1:30 P.M. The meeting was called to order by James W. Park.

Present: James W. Park, Albert L. Lind, T. Scott Meining, Katie Strohauer, and Peter Ulrich; Board Members; Stan Linker, District Manager and Roxanne Garcia. Absent: none  
Guests Present: none

**PUBLIC COMMENTS:** None

### **MINUTES:**

The Minutes of the November 17, 2022 meeting were reviewed by the Board. Peter Ulrich moved and Albert L. Lind seconded to approve the Minutes as written. Motion Passed.

### **FINANCIAL REPORTS:**

The financial reports were reviewed for the month of December. Katie Strohauer moved and T. Scott Meining seconded to approve the financial reports and current bills for payment. Motion Passed.

### **INCOMING CORRESPONDENCE:**

The Board reviewed the Incoming Correspondence. NCWCD has issued a 40% initial quota.

### **OUTGOING CORRESPONDENCE:**

The Board reviewed the Outgoing Correspondence. Letters to the Towns were transmitted with further explanations on rate changes.

### **FIELD REPORT:**

The Board reviewed and noted the Field Report. The meter, regulator, and check valve replacement program is still in progress.

### **CONSUMPTION REPORT:**

The Board reviewed and noted the Consumption Report.

### **USAGE & REVENUE REPORT:**

The Board reviewed and noted the Usage and Revenue Report.

### **NISP:**

To date the District has paid \$9,622,115.00 for it's portion of engineering and fees. The cost estimate is now \$2 Billion dollars. The 2023 Budget amount for the District will be \$2,022,650.00 plus \$1 million for land purchase. U.S. Army Corps of Engineers Issues Section 404 Permit Authorizing Fill Discharge Associated with Northern Colorado Water Conservancy District's Northern Integrated Supply Project.

Regular Board Meeting December 15, 2022

**WINDY GAP REPORT:**

Chimney Hollow construction continues at the site and can be monitored via the live stream provided by NCWCD.

**MANAGER's REPORT:**

1.) The filter plant had started pulling water from Dry Creek Reservoir and blending with Carter Lake water due to the 40% quota from NCWCD but stopped in December due to some taste and odor complaints. The managers will meet with Carter Lake and Stantec via a zoom meeting on December 20, 2022 to discuss a Dry Creek management plan 2.) cost estimates are being discussed for the 30" Frederick waterline 3) A meeting with the Town of Milliken will be scheduled to discuss the new treatment plant and prioritizing the 42" waterline going East.

**CARTER LAKE FILTER PLANT:**

The average flows for November were 9.3 MGD down from 10.1 MGD in 2021. The filter plant will increase the rate to \$0.22/TH gallons and the fixed rate will increase from \$89,000/month to \$108,000/month. Lead and Copper testing completed in November. The annual canal shutdown is scheduled for January 16, 2023. The design work for the pretreatment facility has begun.

**TAP FEE AGREEMENTS:**

The Board reviewed the Tap Fee Agreements:

	<b>OWNER</b>	<b>TAP SIZE</b>	<b>LOCATION</b>
1	Margaret A Roskop Trustee	5/8"	CR 48 & 57

T. Scott Meining moved and Albert L. Lind seconded to approve the Tap Fee Agreements. Motion passed.

**2023 BUDGET:**

The Board reviewed the 2023 Budget. In accordance with State Law, the Board must approve the Resolution to Appropriate Sums of Money by December 31, 2022, adopt the 2023 Budget, and approve a Resolution to adopt the 2023 Budget. The proposed budget was presented to the Board in September, October, and November. The required notice has been published in the newspaper and on the District's website. A Supplemental Budget for 2022 will also need to be approved.

Regular Board Meeting December 15, 2022

**2023 BUDGET con't:**

CENTRAL WELD COUNTY WATER DISTRICT RESOLUTION/ORDINANCE FOR SUPPLEMENTAL BUDGET and APPROPRIATION (pursuant to Section 29-1-109, C.R.S.)			
A Resolution/Ordinance appropriating additional sums of money to defray expenses in excess of amounts budgeted for the Central Weld County Water District, Weld County, Colorado.			
WHEREAS, Central Weld County Water District had unanticipated expenses for Water Right purchases as an expense to Capital Outlay.			
WHEREAS, the Board of Directors has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;			
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS of the CENTRAL WELD COUNTY WATER DISTRICT, WELD COUNTY, COLORADO:			
Section 1.			
That the 2022 appropriation for Capital Outlay is hereby increased from:			
\$	12,976,500	to	\$ 22,529,500
The additional			
\$	9,553,000	was derived from operating revenues which included	
a revenue increase from a rate increase and surcharge increase. The Capital Outlay increased due to the purchase of additional water rights.			
ADOPTED, this 15th day of December, AD, 2022.			
			_____ James W. Park, President
Attest:			_____ Katie Strohauser, Secretary-Treasurer
SEAL			

Peter Ulrich moved and Katie Strohauser seconded to Approve the Resolution for Supplemental Budget and Appropriation for 2022. Motion passed.

Regular Board Meeting December 15, 2022

**2023 BUDGET con't:**

CENTRAL WELD COUNTY WATER DISTRICT RESOLUTION TO ADOPT BUDGET	
A RESOLUTION SUMMARIZING EXPENITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE CENTRAL WELD COUNTY WATER DISTRICT, WELD COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2022 AND ENDING ON THE LAST DAY OF DECEMBER, 2023.	
WHEREAS, the Board of Directors of Central Weld County Water District has appointed Stan Linker, District Manager to prepare and submit a proposed budget to said governing body at the proper time, and;	
WHEREAS, Stan Linker, District Manager has submitted a proposed budget to this governing body on September 22, 2022, for its consideration, and;	
WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on September 22, 2022, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;	
WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.	
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS of the CENTRAL WELD COUNTY WATER DISTRICT, WELD COUNTY, COLORADO:	
That estimated expenditures for each fund are as follows:	
General Fund:	
Current Operation Expenses	\$ 8,635,000
Capital Outlay	\$ 9,140,900
Debt Service	\$ 3,507,850
Emergency Reserves	\$ 825,000
Bond Reserves	\$ 40,000,000
Reserve for Future Cash Expenditures	\$ 20,458,750
<b>TOTAL GENERAL FUND</b>	<b>\$ 82,567,500</b>
That estimated revenues for each fund are as follows:	
General Fund:	
From unappropriated surpluses	\$ 22,221,500
From sources other than general property tax	\$ 60,346,000
<b>TOTAL GENERAL FUND</b>	<b>\$ 82,567,500</b>



Regular Board Meeting December 15, 2022

**2023 BUDGET con't:**

	ACTUAL	PROJECTED	BUDGET
ITEMS	2021	2022	2023
<b>BEGINNING BALANCE</b>			
<b>RES. FUT. CASH EXP.</b>			
Reserves	11,508,565	19,175,000	13,996,117
Restricted	825,000	825,000	825,000
<b>TOTAL</b>	<b>12,333,565</b>	<b>20,000,000</b>	<b>14,821,117</b>
<b>REVENUES</b>			
Water Service	6,186,107	10,500,000	11,000,000
Surcharge Rates Billed	1,897,500	2,605,300	2,400,000
Bulk Water Sales	257,366	250,000	221,000
Miscellaneous	82,287	110,000	100,000
<b>TOTAL</b>	<b>8,423,260</b>	<b>13,465,300</b>	<b>13,721,000</b>
<b>Non-Operating Revenues:</b>			
Revenue from Bond	47,909,268	42,000,000	40,000,000
Water Storage Revenue	300,000	675,000	1,100,000
Interest	60,699	875,000	450,000
<b>TOTAL</b>	<b>48,269,967</b>	<b>43,550,000</b>	<b>41,550,000</b>
<b>Contributions</b>			
Tap Fees	5,884,010	3,475,000	4,500,000
Raw Water Fee	535,356	2,250,000	300,000
Advance for Construction	151,395	215,000	275,000
<b>TOTAL</b>	<b>6,570,761</b>	<b>5,940,000</b>	<b>5,075,000</b>
<b>TOTAL REVENUES</b>	<b>63,263,988</b>	<b>62,955,300</b>	<b>60,346,000</b>
<b>OPERATING EXPENSES:</b>			
Salaries	890,110	1,015,000	1,150,000
Overtime/Sick/Bonus Pay	68,135	75,000	100,000
Office/Warehouse Expense	231,146	309,000	255,000
Office/Field Utilities	51,321	57,000	35,000
Professional Fees	204,519	380,000	300,000
Insurance	367,379	360,000	385,000
Director Fees/Board Expense	10,379	6,500	7,000
Payroll Taxes	82,895	82,000	85,000
Water Assessments	355,193	390,000	425,000
Operations and Maintenance	887,141	1,050,000	1,200,000
Carter Lake Filter Plant	1,464,631	1,700,000	2,100,000
Water Rental	0	250	100,000
Automotive	76,376	101,000	93,000
Dry Creek Reservoir	26,040	40,000	300,000
Depreciation	2,100,000	2,200,000	2,100,000
<b>TOTAL</b>	<b>6,815,265</b>	<b>7,765,750</b>	<b>8,635,000</b>
<b>DEBT RETIREMENT:</b>			
Revenue Bonds	3,375,728	3,511,600	3,507,850
<b>TOTAL</b>	<b>3,375,728</b>	<b>3,511,600</b>	<b>3,507,850</b>



Regular Board Meeting December 15, 2022

**2023 BUDGET con't:**

ITEMS	ACTUAL 2021	PROJECTED 2022	BUDGET 2023
<b>CAPITAL IMPROVEMENTS:</b>			
New Construction	1,715,963	500,000	500,000
Filter Plant	2,170,256	650,000	1,000,000
Chlorine Booster Station	0	0	500,000
Rate Study/Master Plan	0	0	24,000
SCADA System - Telemetry	2,948	42,000	75,000
NISP	1,277,500	1,662,500	3,118,900
Frederick 30" waterline design	75,150	100,000	2,000,000
GIS/GPS Map Updates	130,226	120,000	123,000
Windy Gap Firming	2,605,168	75,000	75,000
Easements/Land/Building	7,590	1,010,000	100,000
Water Rights	19,716,595	18,210,000	1,500,000
Office/Field/Tank Equipment	137,364	160,000	125,000
	27,838,760	22,529,500	9,140,900
<b>TOTAL EXPENSES</b>	<b>38,029,753</b>	<b>33,806,850</b>	<b>21,283,750</b>
Emergency	0	0	0
Emergency Reserves	825,000	825,000	825,000
Reserve for Future Cash Expenditures	37,204,753	32,981,850	20,458,750
<b>ENDING BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>
I hereby certify that the above is a true and correct copy of the 2023 Budget approved and passed by the Board of Directors of Central Weld County Water District, Weld County, Colorado, this 15th day of December, 2022.			
<hr/> Katie Strohauer, Secretary-Treasurer			

T. Scott Meining moved and Albert L. Lind seconded to Adopt the 2023 Budget. Motion passed.

Regular Board Meeting December 15, 2022

**2023 BUDGET con't:**

CENTRAL WELD COUNTY WATER DISTRICT RESOLUTION TO APPROPRIATE SUMS OF MONEY			
A RESOLUTION APPROPRIATING SUMS OF MONEY OF THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURCHASE AS SET FORTH BELOW, FOR THE CENTRAL WELD COUNTY WATER DISTRICT, WELD COUNTY, COLORADO, FOR THE 2023 BUDGET YEAR.			
WHEREAS, the Board of Directors has adopted the annual budget in accordance with the Local Government Budget Law, on December 15, 2022, and,			
WHEREAS, the Board of Directors has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and,			
WHEREAS, the 2022 valuation for assessment for the Central Weld County Water District as certified by Weld County Assessors: <b>\$1,927,078,108</b> and that for the purpose of meeting all general operating expenses, capital expenditures, and bonds and interest during the 2023 budget year, there is hereby levied a tax of <b>0-</b> mills upon each dollar of the total valuation for assessment of all taxable property with the District for 2023			
WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the District.			
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS of the CENTRAL WELD COUNTY WATER DISTRICT, WELD COUNTY, COLORADO:			
That the following sums are hereby appropriated from the revenue of each fund, to each fund, for the purposes stated:			
Current Operation Expenses	\$	8,635,000	
Capital Outlay	\$	9,140,900	
Debt Service	\$	3,507,850	amou
Emergency Reserves	\$	825,000	
Bond Reserves	\$	40,000,000	to da
Reserve for Future Cash Expenditures	\$	20,458,750	
<b>TOTAL GENERAL FUND</b>	<b>\$</b>	<b>82,567,500</b>	
ADOPTED, this 15th day of December, AD, 2022.			
	James W. Park, President		SEAL
Attest:	Katie Strohauer, Secretary-Treasurer		

Katie Strohauer moved and Peter Ulrich seconded to Approve the Resolution to Appropriate Sums of Money. Motion passed.

Regular Board Meeting December 15, 2022

*At 2:43 pm, Peter Ulrich moved and T. Scott Meining seconded to go into Executive Session citing §24-6-402(4)(a), C.R.S., concerning the purchase, acquisition, lease, transfer, or sale of any real, person, or other property interest.. Motion passed.*

*At 2:53 pm, the Board returned from Executive Session.*

**CBT PURCHASE:**

The District is purchasing 3 shares of CBT water for \$220,500.00 or \$73,500 per share. The NCWCD contract has been approved to then be approved by NCWCD in February 2023.

The District is purchasing 85 shares of CBT water for \$6,247,500.00 or \$73,500 per share. The NCWCD contract will need to be approved to then be approved by NCWCD in February 2023. (multiple contracts)

The District is purchasing 36 shares of CBT water for \$2,520,000.00 or \$70,000 per share. The NCWCD contract will need to be approved to then be approved by NCWCD in February 2023.

T. Scott Meining moved and Albert L. Lind seconded to Approve the Corporate Contracts for all purchases. Motion passed.

Peter Ulrich moved and Katie Strohauer seconded to Certify the Base Water Supply Affidavit forms for all purchases. Motion passed.

Peter Ulrich moved and Albert L. Lind seconded to Approve the Base Water Supply Affidavit Class BC forms for all purchases. Motion passed

There being no further business to be brought before the Board, the meeting was adjourned at approximately 3:10 P.M.

(SEAL)

\_\_\_\_\_  
Katie Strohauer - Secretary/Treasurer

# **CURRENT BILLS**

**ITEM NO. 4A (1-4)**

**JANUARY 19, 2023**

## **Background Summary:**

Attached for your review are the bills paid in December and current bills received and paid in January.

**RECURRING BILLS:**

**JANUARY 2023**

Aflac	Insurance	959.64
Always An Answer	Answering Service	158.75
Atmos Energy	Office/Field Utilities (est.)	700.00
B&C Refuse	Office/Warehouse maint	88.00
Carter Lake Filter Plant	OP - 116,577.48; Dry Creek -1,125.00; NC - 146.25	117,848.73
CEBT	Health Insurance (est.)	20,532.32
City of Greeley	Office Utility (est)	200.00
Colorado Dept. of Revenue	Taxes	2,561.00
Colorado Network Management	Office Exp	1,977.71
Colorado State Treasurer	Unemployment Insurance (Quarterly)	950.40
Comcast	Office Utilities	1,346.15
CorKat	Office Exp	4,684.51
CWCWD Employees	Salaries (est.)	56,000.00
Data Print	UB Bills Postage	1,475.21
First Class Security	Alarm Monitoring (Quarterly)	72.00
First National Bank	Fed/Wholding;Medicare; SS	22,000.00
Greeley Gopher	Office Expense	291.20
JG Cleaning	Office Cleaning	1,000.00
Lincoln National	Retirement:Dist-3,457.26; Emp-4,174.14	7,631.40
NCR Payment Solutions	Office Exp	550.68
Poudre Valley REA	Field Utilities (est.)	250.00
United Power	Field Utilities (est.)	1,100.00
UNCC	M&R	539.50
Verizon Wireless	M&R	1,380.29
Xcel Energy	Office/Field Utilities (est.)	1,000.00
Xerox Corporation	Office Exp	627.75
	<b>SUB TOTAL</b>	<b>245,925.24</b>

Ace Hardware	M&R	262.83
Aguilars Corp	M&R	281.00
Badger Meter	M&R	6,738.89
Clear Water Solutions	Professional Fees	3,565.52
Colorado Rockies	Office Exp	8,400.00
Colo Special District	Insurance	117,848.00
DPC Industries	Chlorine Exp	672.29
DXP SuperCenter	Auto Exp	98.16
EZ Excavating	Bulk Hydrant Refund	850.00
Ferguson Waterworks	M&R	1,553.41
First National Bank	Auto - 123.93; M&R -1,021.35; Office Exp - 6,511.84	7,657.12
John Deere Financial	M&R	119.60
Kepner	Inventory - 3,276.00; M&R - 11,300.20	14,576.20
Lane Law Firm	Professional Fees	421.00
LaSalle Oil	Auto Exp	1,582.65
Little Thompson Water Dist	Dry Creek Exp	6,959.05
Lohr Inc - Country Johns	M&R	260.00
M&O Tires	Auto Exp	1,165.00
NCC	M&R - 44,829.40; NC - 1,937.50; GIS - 8,000.00; Office - 2,500.00	57,266.90
NCWCD	NISP	2,022,650.00
NOCO Engineering	Professional Fees	21,316.23
Ottem Electronics	M&R	50.00

CURRENT BILLS  
ITEM NO. 4A (1-4)  
JANUARY 19, 2023

Prairie Mnt Media	Office Exp	35.20
Sam's Club	Office Exp	95.00
Slate Communications	Professional Fees	3,250.00
Special Dist Assoc	Office Exp	1,237.50
Stevens Auto	Auto Exp	419.98
TimberLine Electric	Telemetry	5,200.70
Warehouse Supply	M&R	152.72
WEL Consulting	Professional Fees	6,036.54
Weld County Garage	Field Equip	67,598.74
Weld County Public Works	M&R	160.00
WEX Bank - Fleet	Auto Exp	1,500.45

**SUB TOTAL** **2,359,980.68**

**TOTAL** **2,605,905.92**

I have compared the Current Bills with the Checks and recommend payment be made to vendors.  
Any Bills that are questioned will be called out in the Minutes.

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Board Member

PAID BILLS DEC 2022

BEG. BALANCE DECEMBER 1, 2022		\$	553,413.28
FUNDS TRANSFER		\$	(2,000,000.00)
DEPOSITS		\$	3,265,003.42
	<b>SUB TOTAL</b>	\$	<b>1,818,416.70</b>

Recurring Utilities

Aflac	Insurance	959.64
Always an Answer	Office Exp	156.00
Atmos Energy	Office/Field Utilities	861.55
B&C Refuse	Office/Whrs	88.00
Carter Lake Filter Plant	OP - 86,883.28; Dry Creek -3,706.27	90,589.55
CEBT	Health Insurance	19,467.12
City of Greeley	Office Utility	90.56
Colorado Dept. of Revenue	Taxes	7,689.00
Comcast	Office Utilities	2,692.30
CorKat Data	Office Exp	4,684.51
CWCWD Employees	Salaries	138,413.08
DataPrint	Office Exp	1,473.96
First Class Security	Alarm Monitoring (Quarterly)	-
First National Bank	Fed/Wholding;Medicare; SS	47,985.42
Greeley Gopher	Office Expense	291.20
JG Cleaning	Office Cleaning	900.00
Lincoln National	Retirement	7,912.42
NCR Payment Solutions	Office Exp	753.72
Poudre Valley REA	Field Utilities	261.48
United Power	Field Utilities	1,344.01
UNCC	M&R	826.80
Verizon Wireless	M&R	1,289.12
Xcel Energy	Office/Field Utilities	752.99
Xerox	Office Exp	583.66

**SUB TOTAL** 330,066.09

Ace Hardware	M&R	140.52
Badger Meter	M&R	8,701.03
Becker Safety & Supply	M&R	128.28
Board Director Reimb		5,644.67
Buckeye	M&R	91.80
Candlelight Dinner Theater	Office Exp	1,324.40
Cintas	Office Exp	185.32
Colorado Special Districts	Insurance	10,012.00
Clear Water Solutions	Professional Fees	5,687.52
Data West	Office Exp	1,800.00
DPC Industries	Chlorine Exp	50.00
E470 Highway	Auto Exp	4.60
Ferguson Waterworks	M&R	6,019.08
Firestone, Town of	Office Exp	167.90
First National Bank	Auto - 68.99; M&R - 836.60; Office Exp - 1,841.96	2,749.53
Golden Triangle	Bulk Hydrant Refund	1,100.00
Hilt, Kenneth	Water Rights	792,000.00
Home Depot	M&R	239.52
InVision GIS	GIS	1,348.75
Kepner	Inventory	39,918.68

CURRENT BILLS  
ITEM NO. 4A (1-4)  
JANUARY 19, 2023

Lane Law Firm	Professional Fees	8,146.00
LaSalle Oil	Auto Exp	2,633.88
Lawn EMT	Bulk Hydrant Refund	1,150.00
Lorh Inc	M&R	260.00
Lube on the Move	Auto Exp	154.97
NCC	M&R - 63,187.86; NC - 32,183.50; GIS - 8,000.00; Office - 2,500.00	105,871.36
NOCO Engineering	NC - 20,776.50; Prof Fees - 9,319.48	30,095.98
Northern Colo Water Conservancy	Transfer Fee	4,680.90
Office Depot	Office Exp	563.85
Ottom Electronics	Chlorine Exp	937.00
Pipestone Equipment	M&R	51,398.88
Pulliam Family Exempt Trust	Water Rights	10,000.00
Saia Motor Freight	M&R	243.61
Scorr Solutions	M&R	402.96
Slate Communications	Professional Fees	3,250.00
Starr & Westbrook	Professional Fees	4,152.00
TimberLine Electric	M&R telemetry	1,915.90
Thomas Land Surveyor	Office Exp	1,750.50
Travelers Insurance	Insurance	7,060.00
UMB	Office Exp	400.00
Warehouse Supply	M&R	99.98
WEL Consulting	Professional Fees	6,000.00
Weld County Clerk & Recorder	Office Exp	51.92
Weld County Health	Water Samples	2,240.00
Weld County Public Works	M&R	768.50
WEX Bank - Fleet	Auto Exp	1,681.51
Whitesides	Office Exp	204.99

**\*Denotes Bills paid after Board meeting\***

Subtotal 1,123,428.29

**BANK BALANCE DECEMBER 31, 2022** **\$ 364,922.32**



# **FUND INVESTMENTS**

## **ITEM NO. 4B (1-2)**

**JANUARY 19, 2023**

### **Background Summary:**

Attached for your review is the Funds summary for the District.

FUNDS INVESTMENT  
FOR  
FINANCIAL REPORTS

**FUNDS**

FNBO - Checking Balance	\$ 364,922.32
FNBO - Savings Balance	\$ 5,115,093.77
CD Balance	\$ 495,000.00
Colostrust Balance	\$ 13,813,957.30
CSAFE Balance	\$ 27,028,428.54
<b>TOTAL REVENUE</b>	<b>\$ 46,817,401.93</b>
Less Remaining Expense Balance	\$ 18,183,962.50
Less Bond Payment	\$ 3,376,000.00
<b>PROJECTED EXPENSES</b>	<b>\$ 21,559,962.50</b>

<b>BALANCE:</b>
<b>\$ 25,257,439.43</b>

Projected Expenses	SPENT	PROJECTED	BALANCE
7 MG Tank	2,136,349.54	2,136,350.00	0.00
NISP Design	2,940,000.00	4,577,650.00	1,637,650.00
NISP Construction	0.00	2,625,000.00	2,625,000.00
Windy Gap Construction	2,279,753.00	2,300,000.00	20,247.00
Water Purchases	41,853,680.00	51,997,680.00	<b>10,144,000.00</b>
Frederick Waterline Design	190,147.50	300,000.00	109,852.50
Frederick Waterline Construction	0.00	2,700,000.00	2,700,000.00
CLFP PreTreatment Design	319,267.00	1,200,000.00	880,733.00
CLFP PreTreatment Construction	0.00	0.00	0.00
Eastern Regional Treatment Plant Design	133,520.00	200,000.00	66,480.00
Eastern Regional Treatment Plant Land Purchase	1,000,000.00	1,000,000.00	0.00
	<b>50,852,717.04</b>	<b>69,036,680.00</b>	<b>18,183,962.50</b>

FUNDS INVESTMENT  
FOR  
FINANCIAL REPORTS

FUNDS INVESTMENT SUMMARY:

Name	Beg Balance	Fund Transfers	Interest	Rate	Current Balance
First Nat'l Checking	\$ 553,413.28	\$ (188,490.96)			\$ 364,922.32
First Nat'l Savings	\$ 3,507,564.69	\$ 1,600,000.00	\$ 7,529.08	1.78%	\$ 5,115,093.77
CSAFE Bond Series	\$41,667,016.14	\$ (14,770,150.00)	\$131,562.40	4.21%	\$ 27,028,428.54
Colostrust Prime	\$ 5,056,427.68		\$ 17,295.70	4.0177%	\$ 5,073,723.38
Colostrust Plus	\$ 27,282.56		\$ 99.82	4.2999%	\$ 27,382.38
Colostrust Assessments	\$ 297,778.48		\$ 1,018.57	4.0177%	\$ 298,797.05
Colostrust NISP	\$ 5,731,308.20		\$ 20,966.07	4.2999%	\$ 5,752,274.27
Colostrust Retirement Fund	\$ 503,656.89		\$ 1,842.46	4.2999%	\$ 505,499.35
Colostrust Water Rights	\$ 2,787.18		\$ 10.22	4.2999%	\$ 2,797.40
Colostrust Bond Series	\$ 71,524.84		\$ 261.68	4.2999%	\$ 71,786.52
Colostrust Flood	\$ 2,074,109.52		\$ 7,587.43	4.2999%	\$ 2,081,696.95
2013 Paid Flood Expenses	\$ (3,335,011.24)				
YTD Accumulated Flood Interest	\$ 172,696.95				
Flood Exp vs. Reimbursed	\$ (1,253,314.29)	Still awaiting approximately \$300,000 +/- to be reimbursed			

Bank Name	Maturity Date	Amount	Term
Advantage Bank	3/25/2024	\$ 95,000.00	15-month term 0.35% previous 0.75%
First Farm Bank	7/20/2023	\$100,000.00	12-month term 0.05% previous 0.20%
First Farm Bank	5/24/2023	\$300,000.00	13-month term 0.10% previous 0.20%
TOTAL		\$495,000.00	

\* Interest Quotes will be taken in December for re-investment.

Monthly Revenue Comparison	DEC 2022	2022 YTD	DEC 2021	2021 YTD
CBT Water Service Billed	\$ 542,310	\$ 13,256,212	\$ 478,932	\$ 8,092,602
Raw Water Transfers	\$ 2,295,768	\$ 2,646,979	\$ 217,906	\$ 535,356
CBT Tap Fees Received	\$ 49,000	\$ 1,102,750	\$ 68,650	\$ 1,467,850
Bulk Water Sales	\$ 24,900	\$ 253,071	\$ 19,935	\$ 257,366
MiscWaterSrcv - (LHWD, Verizon, Studies,	\$ 5,536	\$ 785,151	\$ 8,459	\$ 382,283
Non-district Tap Fees Received	\$ 41,800	\$ 2,394,200	\$ 256,800	\$ 4,416,160
Line Extension	\$ 9,700	\$ 222,017	\$ 6,000	\$ 151,395
TOTALS	\$ 2,969,014	\$ 20,660,380	\$ 1,056,682	\$ 15,303,012

# **BUDGET REPORT**

## **ITEM NO. 4C (1-2)**

**JANUARY 19, 2023**

### **Background Summary:**

Attached for your review is the Budget Report for the District.

CENTRAL WELD COUNTY WATER DISTRICT  
2021 YTD vs. 2022 YTD  
BUDGET REPORTS  
JANUARY 1 - DECEMBER 31, 2022

BUDGET REPORTS  
Item No. 4C (1-2)  
January 19, 2023

ITEMS	ACTUAL TO	BUDGET	ACTUAL TO	2022 in Comparison
BEGINNING BALANCE	12/31/2021	2022	12/31/2022	to Prior Year
				2021
Reserves	11,508,565	12,021,472	18,964,174	7,455,609
Restricted	825,000	825,000	825,000	0
<b>TOTAL</b>	<b>12,333,565</b>	<b>12,846,472</b>	<b>19,789,174</b>	<b>7,455,609</b>
<b>REVENUES:</b>				
<u>Operating Revenues:</u>				
Water Service	6,186,107	6,200,000	10,412,425	4,226,318
Surcharge Rates Billed	1,897,500	1,600,000	2,609,596	712,096
Bulk Water Sales	257,366	246,000	253,071	-4,295
Miscellaneous (30120;30150;30160)	82,287	90,000	110,154	27,867
<b>TOTAL</b>	<b>8,423,260</b>	<b>8,136,000</b>	<b>13,385,246</b>	<b>4,961,986</b>
<u>Non-Operating Revenues:</u>				
Revenue from Bond	47,909,268	47,800,000	27,028,428	-20,880,840
Water Storage Revenue	300,000	600,000	675,000	375,000
Interest	60,699	80,000	942,273	881,574
<b>TOTAL</b>	<b>48,269,967</b>	<b>48,480,000</b>	<b>28,645,701</b>	<b>-19,624,266</b>
<u>Contributions:</u>				
Tap Fees incl. Towns	5,884,010	6,000,000	3,496,950	-2,387,060
Raw Water Transfers/Capital	535,356	350,000	2,646,979	2,111,623
Advance for Construction				
(MM; fire hyd.;etc. pd.for by others)	151,395	175,000	222,017	70,622
<b>TOTAL</b>	<b>6,570,761</b>	<b>6,525,000</b>	<b>6,365,946</b>	<b>-204,815</b>
<b>TOTAL REVENUES</b>	<b>63,263,988</b>	<b>63,141,000</b>	<b>48,396,893</b>	<b>-14,867,095</b>
<u>OPERATING EXPENSES:</u>				
Salaries	890,110	1,015,000	1,008,038	117,928
Overtime/Sick/Bonus Pay	68,135	75,000	75,526	7,391
Office/Warehouse Expense	231,146	239,000	263,044	31,898
Office/Field Utilities	51,321	53,000	53,003	1,682
Professional Fees	204,519	239,000	349,659	145,140
Insurance	367,379	385,000	395,341	27,962
Director Fees/Board Expense	10,379	6,500	12,111	1,732
Payroll Taxes	82,895	80,000	89,161	6,266
Water Assessments	355,193	356,000	390,428	35,235
Operations and Maintenance	887,141	925,000	1,180,956	293,815
Carter Lake Filter Plant	1,464,631	1,650,000	1,684,418	219,787
Water Rental	0	100,000	236	236
Automotive	76,376	67,000	97,998	21,622
Dry Creek Reservoir	26,040	30,000	36,126	10,086
Depreciation	2,100,000	2,100,000	2,200,000	100,000
<b>TOTAL</b>	<b>6,815,265</b>	<b>7,320,500</b>	<b>7,836,045</b>	<b>1,020,780</b>
<u>DEBT RETIREMENT:</u>				
Bond Loan Repayment	3,375,728	3,510,000	3,511,600	135,872
<b>TOTAL</b>	<b>3,375,728</b>	<b>3,510,000</b>	<b>3,511,600</b>	<b>135,872</b>
<u>CAPITAL IMPROVEMENTS:</u>				
Distribution System (new const.)	1,715,963	850,000	484,025	-1,231,938
Frederick 30" Waterline design	75,150	2,000,000	104,924	29,774
Rate Study/Master Plan	0	24,000	0	0
NISP	1,277,500	1,662,500	1,662,500	385,000
Filter Plant	2,170,256	5,000,000	517,991	-1,652,265
GIS/GPS Map Updates	130,226	140,000	117,420	-12,806
Windy Gap FIRMING	2,605,168	75,000	0	-2,605,168
Chlorine Booster Stations	0	100,000	0	0
SCADA/Telemetry	2,948	100,000	0	-2,948
Easements/Land/Building	7,590	2,000,000	1,005,010	997,420
Water Rights	19,716,595	1,000,000	19,178,085	-538,510
Office/Field/Tank Equipment	137,364	125,000	159,737	22,373
<b>TOTAL</b>	<b>27,838,760</b>	<b>13,076,500</b>	<b>23,229,692</b>	<b>-4,609,068</b>
<b>TOTAL EXPENSES</b>	<b>38,029,753</b>	<b>23,907,000</b>	<b>34,577,337</b>	<b>-3,452,416</b>

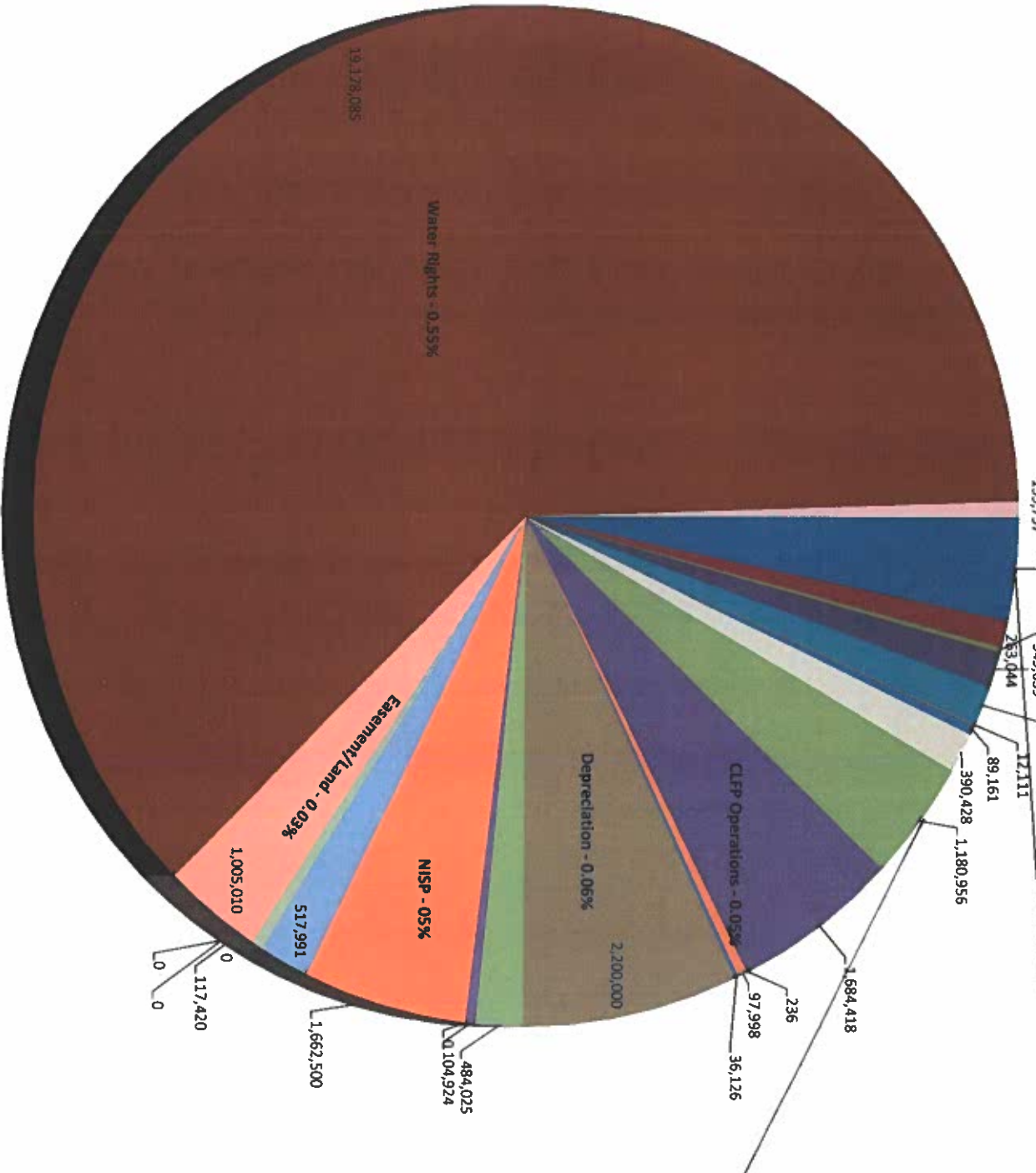
4C (1)

CENTRAL WELD COUNTY WATER DISTRICT  
2022 BUDGET vs. 2022 ACTUAL  
BUDGET REPORTS  
JANUARY 1 - DECEMBER 31, 2022

BUDGET REPORTS  
Item No. 4C (1-2)  
January 19, 2023

ITEMS	ACTUAL	BUDGET	ACTUAL TO	OVER OR (UNDER)	% OF
BEGINNING BALANCE	2021	2022	12/31/2022	2022	BUDGET 2022
Reserves	11,508,565	12,021,472	18,964,174	6,942,702	
Restricted	825,000	825,000	825,000	0	
<b>TOTAL</b>	<b>12,333,565</b>	<b>12,846,472</b>	<b>19,789,174</b>	<b>6,942,702</b>	
<b>REVENUES</b>					
<b>Operating Revenues:</b>					
Water Service	6,186,107	6,200,000	10,412,425	4,212,425	168%
Surcharge Rates Billed	1,897,500	1,600,000	2,609,596	1,009,596	163%
Bulk Water Sales	257,366	246,000	253,071	7,071	103%
Miscellaneous	82,287	90,000	110,154	20,154	122%
<b>TOTAL</b>	<b>8,423,260</b>	<b>8,136,000</b>	<b>13,385,246</b>	<b>5,249,246</b>	<b>165%</b>
<b>Non-Operating Revenues:</b>					
Revenue from Bond	47,909,268	47,800,000	27,028,428	-20,771,572	57%
Water Storage Revenue	300,000	600,000	675,000	75,000	0%
Interest	60,699	80,000	942,273	862,273	1178%
<b>TOTAL</b>	<b>48,269,967</b>	<b>48,480,000</b>	<b>28,645,701</b>	<b>-19,834,299</b>	<b>59%</b>
<b>Contributions</b>					
Tap Fees	5,884,010	6,000,000	3,496,950	-2,503,050	58%
Raw Water/Capital	535,356	350,000	2,646,979	2,296,979	0%
Advance for Construction	151,395	175,000	222,017	47,017	127%
<b>TOTAL</b>	<b>6,570,761</b>	<b>6,525,000</b>	<b>6,365,946</b>	<b>-159,054</b>	<b>98%</b>
<b>TOTAL REVENUES</b>	<b>63,263,988</b>	<b>63,141,000</b>	<b>48,396,893</b>	<b>-14,744,107</b>	<b>77%</b>
<b>OPERATING EXPENSES:</b>					
Salaries	890,110	1,015,000	1,008,038	-6,962	99%
Overtime/Sick/Bonus Pay	68,135	75,000	75,526	526	101%
Office/Warehouse Expense	231,146	239,000	263,044	24,044	110%
Office/Field Utilities	51,321	53,000	53,003	3	100%
Professional Fees	204,519	239,000	349,659	110,659	146%
Insurance	367,379	385,000	395,341	10,341	103%
Director Fees/Board Expense	10,379	6,500	12,111	5,611	186%
Payroll Taxes	82,895	80,000	89,161	9,161	111%
Water Assessments	355,193	356,000	390,428	34,428	110%
Operations and Maintenance	887,141	925,000	1,180,956	255,956	128%
Carter Lake Filter Plant	1,464,631	1,650,000	1,684,418	34,418	102%
Water Rental	0	100,000	236	-99,764	0%
Automotive	76,376	67,000	97,998	30,998	146%
Dry Creek Reservoir	26,040	30,000	36,126	6,126	120%
Depreciation	2,100,000	2,100,000	2,200,000	100,000	105%
<b>TOTAL</b>	<b>6,815,265</b>	<b>7,320,500</b>	<b>7,836,045</b>	<b>515,545</b>	<b>107%</b>
<b>DEBT RETIREMENT:</b>					
Bond Loan Repayment	3,375,728	3,510,000	3,511,600	1,600	0%
<b>TOTAL</b>	<b>3,375,728</b>	<b>3,510,000</b>	<b>3,511,600</b>	<b>1,600</b>	<b>0%</b>
<b>CAPITAL IMPROVEMENTS:</b>					
Distribution System (new const.)	1,715,963	850,000	484,025	-365,975	57%
Frederick 30" Waterline design	75,150	2,000,000	104,924	-1,895,076	0%
Rate Study/Master Plan	0	24,000	0	-24,000	0%
NISP	1,277,500	1,662,500	1,662,500	0	0%
Filter Plant	2,170,256	5,000,000	517,991	-4,482,009	10%
GIS/GPS Map Updates	130,226	140,000	117,420	-22,580	84%
Windy Gap Firming	2,605,168	75,000	0	-75,000	0%
Chlorine Booster Stations	0	100,000	0	-100,000	0%
SCADA/Telemetry	2,948	100,000	0	-100,000	0%
Easements/Land/Building	7,590	2,000,000	1,005,010	-994,990	50%
Water Rights	19,716,595	1,000,000	19,178,085	18,178,085	1918%
Office/Field/Tank Equipment	137,364	125,000	159,737	34,737	128%
<b>TOTAL</b>	<b>27,838,760</b>	<b>13,076,500</b>	<b>23,229,692</b>	<b>10,153,192</b>	<b>178%</b>
<b>TOTAL EXPENSES</b>	<b>38,029,753</b>	<b>23,907,000</b>	<b>34,577,337</b>	<b>10,670,337</b>	<b>145%</b>

EXPENSES - DECEMBER



- Salaries
- Office/Warehouse Expense
- Office/Field Utilities
- Professional Fees
- Insurance
- Director Fees/Board Expense
- Payroll Taxes
- Water Assessments
- Operations and Maintenance
- Carrier Lake Filter Plant
- Water Rental
- Automotive
- Dry Creek Reservoir
- Depreciation
- Distribution System (new const.)
- CR 49 Relocation
- Rate Study/Master Plan
- NISP
- Filter Plant
- PRV Building CR 19 & 26
- GIS/GPS Map Updates
- Windy Gap Firming
- Country Estates MM
- Easements/Land/Building
- Water Rights
- Office/Field/Tank Equipment

# INCOMING CORRESPONDENCE

**ITEM NO. 5A**

**JANUARY 19, 2023**

	<i>NAME</i>	<i>LOCATION</i>	<i>DATE</i>	<i>DESCRIPTION</i>
1	Town of Firestone		12/2/22	Received request for \$167.90 for estimated fees in response to the CORA request filed by the District
2	Ryan Buchanan	CR 19 & 20	12/7/22	RV storage request received
3	Town of Firestone		12/15/22	Received request for another meeting to continue progress previously discussed for water dedication, agreements, and litigation
4				



# OUTGOING CORRESPONDENCE

## ITEM NO. 5B

**JANUARY 19, 2023**

### Water Service:

Responded that water service can be made available provided all requirements of NCWCD and the Bureau are satisfied to the following:

	<i>NAME</i>	<i>LOCATION</i>	<i>DATE</i>	<i>PRICE</i>	<i>DESCRIPTION</i>
1	Ryan Buchanan	CR 19 & 20	12/8/22	N/A	RV Storage
2	Duab Vue	CR 13/6-8	12/9/22	\$84,000	House
3	Steven Cox	CR 21/10-12	12/27/22	\$84,000	House
4					
5					
6					
7					

### Additional Water Service:

Responded that water service is currently available and additional service can be provided to property, provided all requirements of NCWCD and the Bureau are satisfied.

	<i>NAME</i>	<i>LOCATION</i>	<i>DATE</i>	<i>PURPOSE</i>	<i>DESCRIPTION</i>
1	Ronald & Barbara Warner	CR 8/11-13	12/20/22	Rec Exempt	N/A
2					
3					

### Non-Opp Letters:

Responded that the District will not approve or disapprove the installation of any water well to serve land within the service area of the District unless there is a direct impact from the drilling of the well.

	<i>NAME</i>	<i>LOCATION</i>	<i>DATE</i>	<i>PRICE</i>	<i>DESCRIPTION</i>
1	TL Legacy Properties	CR 43/44-46	12/15/22		Well
2					

### Additional Notifications:

	<i>Name and Company</i>	<i>Date</i>	<i>Transmittal</i>
1	Isabel Franklin	12/21/22	Transmitted information that the fees for a Can Serve letter has increased since the last request for a letter
2			
3			

# FIELD REPORT

## ITEM NO. 5C

**JANUARY 19, 2023**

### Background Summary:

The following is a summary of the field activities:

LOCATES:	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
Received	733	729	1075	877	681	866	644	864	662	735	633	412
Cleared	251	267	447	415	402	610	383	647	409	347	418	150
Standby	33	34	46	40	41	34	37	46	81	33	42	19
Completed	114	108	342	160	137	121	101	156	133	152	131	117
WORKORDERS:	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
Past Due Accts	84	67	58	57	34	85	38	64	42	67	44	76
Terminations	2	5	7	4	4	0	4	1	3	1	1	2
Restorations	2	5	7	4	1	1	4	1	3	1	1	2
Service Calls	46	55	56	48	56	62	76	69	60	37	54	64

### New Meter Sets:

Tap #	Location	Name
3461	CR 51/46-48	Michael & Brenda Paden

### Leak Repairs:

Tap #	Location	Repair Summary
406	15630 Hwy 256	Repaired service line
1401	20491 CR 44	Repaired service line
	11372 Business Park Cir	PRV repair
1227	20118 Jubilee Way	Repaired service line
1045	5432 CR 12	Repaired service line

1. Completed 6 final reads.
2. Maintenance and daily checks @ vaults, pump stations and tanks.
3. Checked chlorine & pH levels throughout the District.
4. Verifying GIS/GPS Mapping to actual infrastructure.
5. Fire hydrant maintenance & repair throughout the District.
6. PRV Surveys throughout the District and Tank surveys.
7. Continuing to work on Backflow Program.
8. Chlorine Station maintenance.
9. Beacon transmitter changes
10. DBP sampling
11. Meter, regulator, and check valve replacement
12. 42" waterline Air Vac maintenance
- 13.

**BOARD ACTION SUGGESTED:** Information Only

# CONSUMPTION REPORT

**ITEM NO. 5D (1-2)**

**JANUARY 19, 2023**

## **Background Summary:**

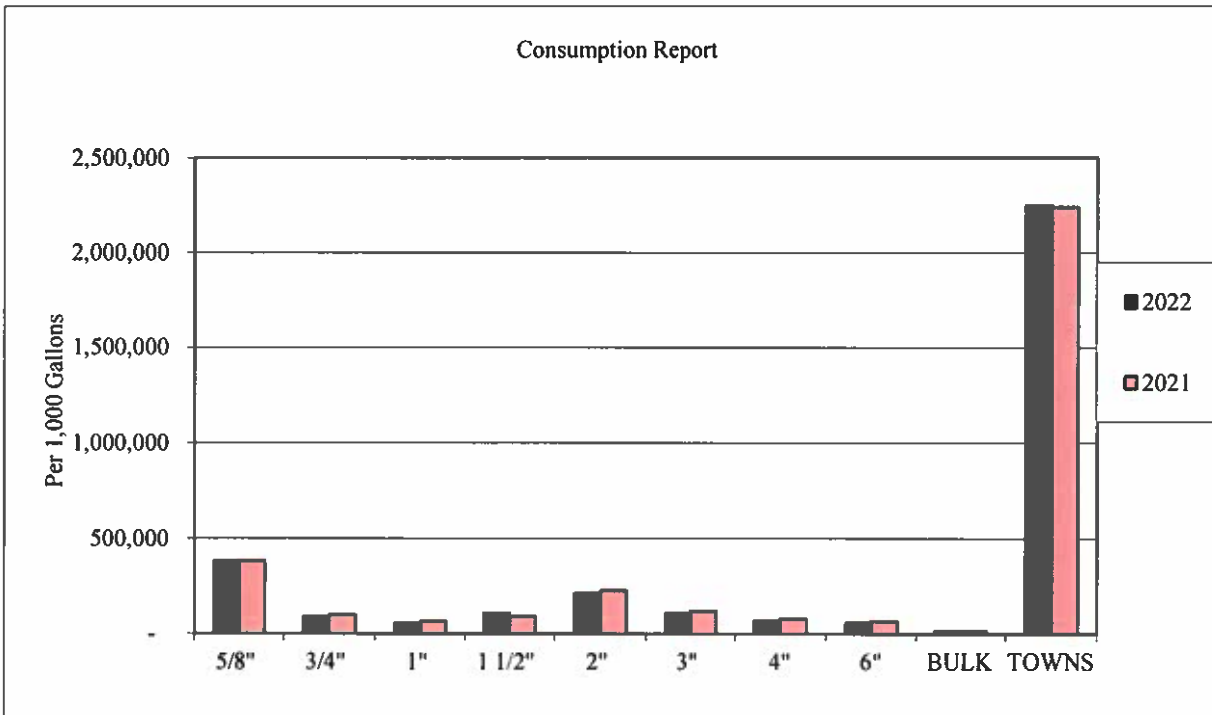
Attached is a copy of the Consumption Report and Consumption Comparison Report for the month of December.

**BOARD ACTION SUGGESTED:** Information Only

Consumption Report

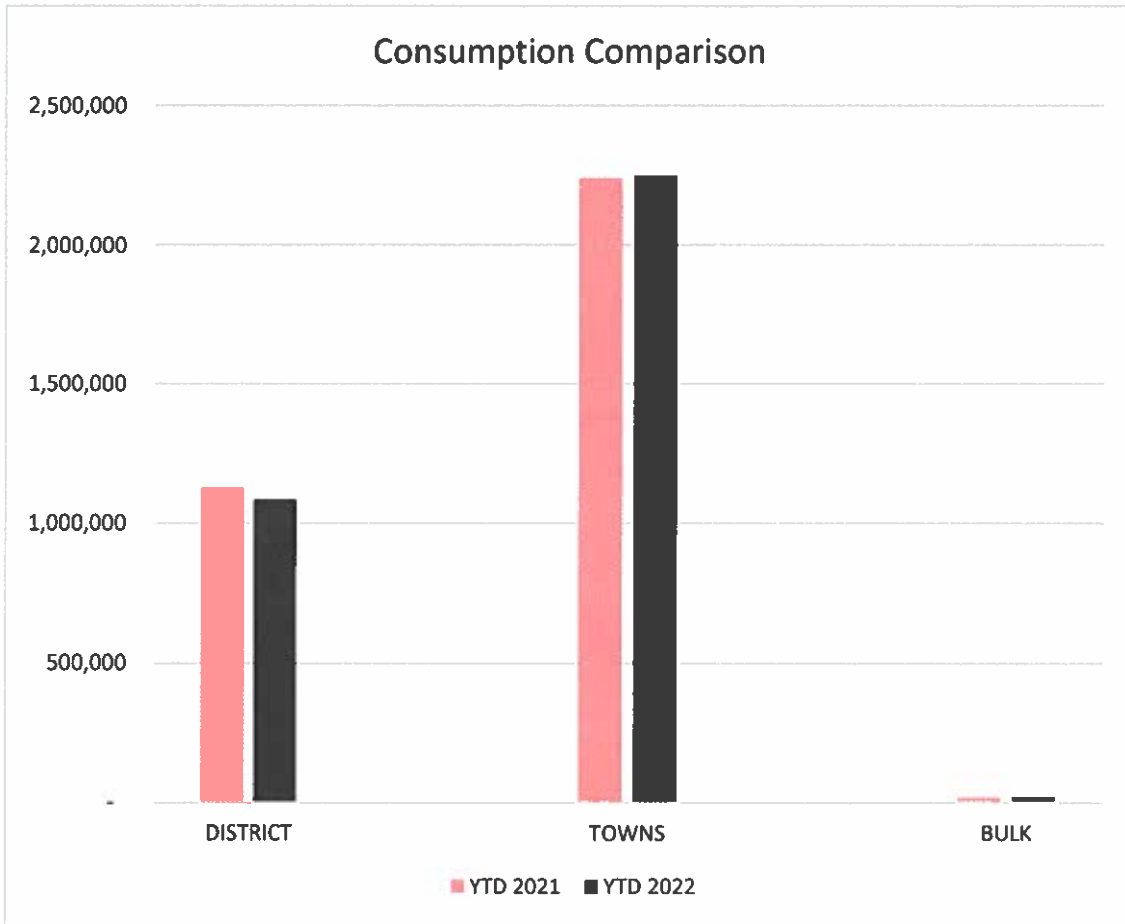
	YTD 2021	YTD 2022	DIFF.	%
172 DACONO	258,464	280,073	21,609	8%
147 FIRESTONE	776,117	799,646	23,529	3%
939 FREDERICK	680,440	635,973	-44,467	-7%
1377 GILCREST	33,988	32,972	-1,016	-3%
176 KERSEY	55,872	55,307	-565	-1%
1361 LASALLE	97,866	94,044	-3,822	-4%
1011 MILLIKEN	154,503	176,746	22,243	14%
1411 PLATTEVILLE	130,637	134,699	4,062	3%
1675 ARISTOCRAT	36,879	35,138	-1,741	-5%
9800 JOHNSTOWN	14,624	4,637	-9,987	-68%
<b>TOTAL</b>	<b>2,239,390</b>	<b>2,249,235</b>	<b>9,845</b>	

	YTD 2021	YTD 2022	DIFF.	%
5/8"	382,419	383,347	928	0%
3/4"	98,654	87,926	-10,728	-11%
1"	65,377	55,909	-9,468	-14%
1 1/2"	89,870	107,811	17,941	20%
2"	225,967	211,880	-14,087	-6%
3"	119,395	108,128	-11,267	-9%
4"	77,298	70,302	-6,996	-9%
6"	66,437	57,869	-8,568	-13%
BULK	16,257	14,665	-1,592	-10%
TOWNS	2,239,390	2,249,235	9,845	0%
<b>TOTAL</b>	<b>3,381,064</b>	<b>3,347,072</b>	<b>-33,992</b>	



# Consumption Report

	<u>YTD</u> <u>2021</u>	<u>YTD</u> <u>2022</u>	<u>DIFF.</u>
DISTRICT	1,125,417	1,083,172	(42,245)
TOWNS	2,239,390	2,249,235	9,845
BULK	16,257	14,665	(1,592)



# REVENUE & USAGE REPORT

**ITEM NO. 5E (1-2)**

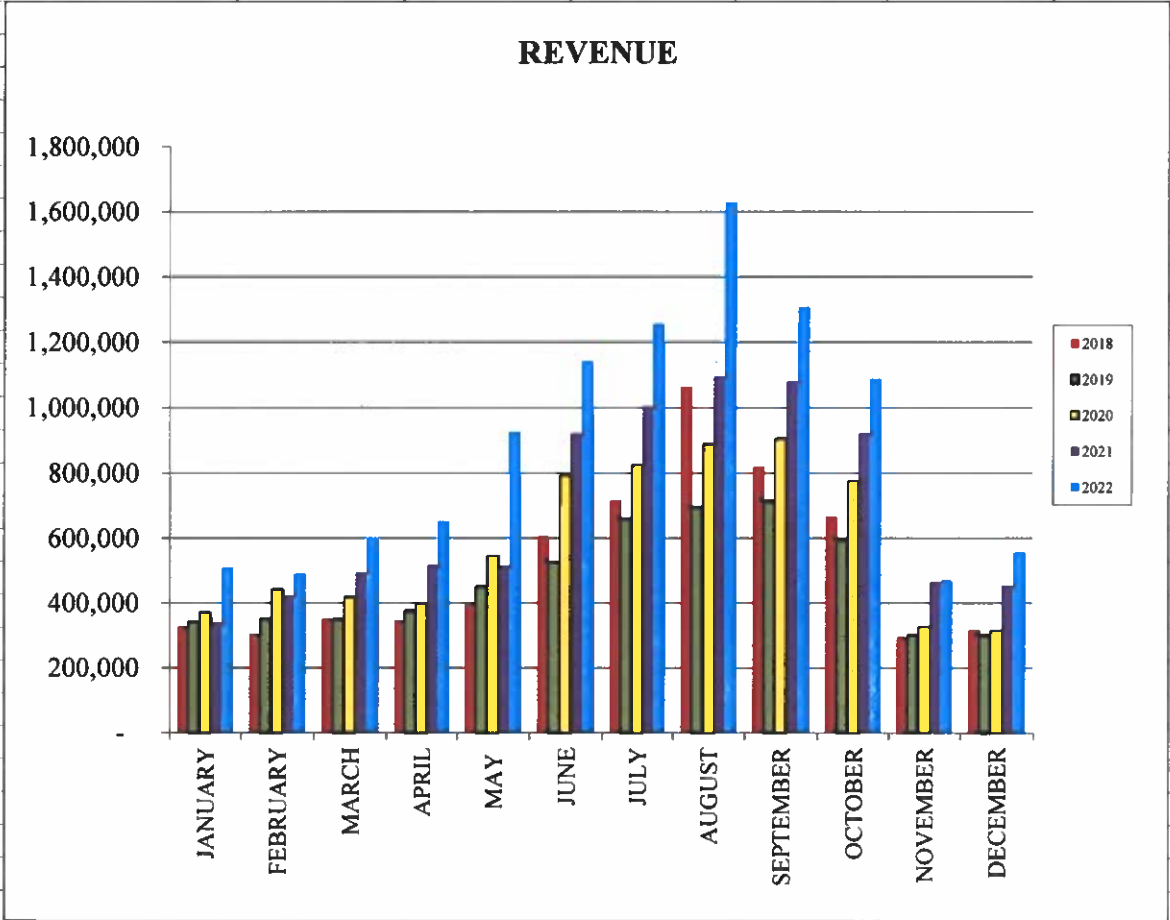
**JANUARY 19, 2023**

## **Background Summary:**

Attached is a copy of the Monthly Revenue Report and Usage Report for the month of December.

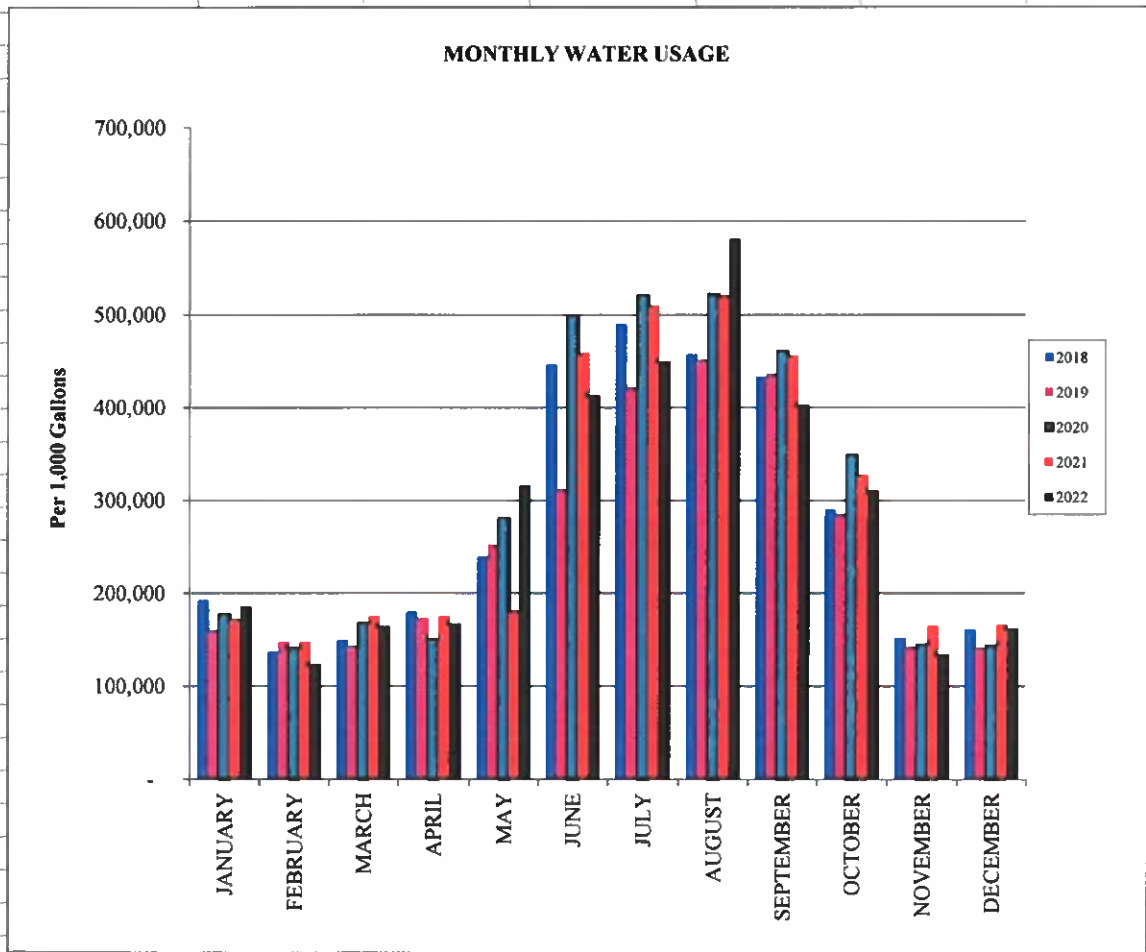
**BOARD ACTION SUGGESTED:** Information Only

MONTHLY WATER REVENUE					
	2018	2019	2020	2021	2022
JANUARY	325,862	340,194	369,893	338,025	508,649
FEBRUARY	303,189	350,792	440,763	421,523	488,766
MARCH	351,825	348,589	417,841	492,163	601,294
APRIL	345,487	374,965	397,674	514,711	651,456
MAY	395,885	449,561	544,741	513,378	925,395
JUNE	603,929	524,721	792,738	920,110	1,140,257
JULY	714,555	659,280	824,558	1,002,430	1,256,895
AUGUST	1,063,103	694,813	888,285	1,095,425	1,626,914
SEPTEMBER	817,921	713,120	904,971	1,078,731	1,307,153
OCTOBER	664,550	591,757	775,240	920,732	1,087,515
NOVEMBER	293,891	300,487	326,092	462,638	468,179
DECEMBER	314,618	299,061	313,952	451,937	554,623
YTD TOTAL	6,194,815	5,647,340	6,996,748	8,211,803	10,617,096
YTD AVERAGE	516,235	470,612	583,062	684,317	884,758



5E(1)

MONTHLY WATER USAGE						5 YEAR AVERAGE
	2018	2019	2020	2021	2022	
JANUARY	192,071	159,766	177,413	171,669	185,259	177,236
FEBRUARY	136,992	147,362	140,273	147,275	123,109	139,002
MARCH	149,156	142,658	167,439	174,891	164,097	159,648
APRIL	179,348	172,736	149,984	175,079	167,080	168,845
MAY	239,528	252,075	281,045	181,329	316,182	254,032
JUNE	446,312	312,030	498,727	458,385	413,419	425,775
JULY	489,679	421,019	520,402	509,655	449,321	478,015
AUGUST	457,092	451,036	522,034	520,590	580,577	506,266
SEPTEMBER	432,882	435,756	460,979	455,713	402,717	437,609
OCTOBER	289,723	284,954	349,211	327,275	310,226	312,278
NOVEMBER	151,247	141,496	144,354	164,473	133,955	147,105
DECEMBER	160,480	141,239	143,306	165,297	161,581	154,381
YTD TOTAL	3,324,510	3,062,127	3,555,167	3,451,631	3,407,523	3,360,192
YTD AVERAGE	277,043	255,177	296,264	287,636	283,960	



5E(2)



# **NISP REPORT**

## **ITEM NO. 5F**

**JANUARY 19, 2023**

### **Background Summary:**

The cost estimate for the NISP project had been updated to a total amount of nearly \$2 billion. To date, the District has spent \$9,622,115.00. The participants of NISP have agreed to spend more than \$16 million to develop the recreation site and have purchased the former KOA campground to create camping opportunities. The State 401 Certification has been received from CDPHE and has been upheld by the Colorado Water Quality Control Commission. Thirty percent designs of Glade Reservoir and HWY 287 are complete.

The 2023 Budget amount for the District will be \$2,022,650.00

### **Northern Water Receives Federal Permit for Northern Integrated Supply Project**

The U.S. Army Corps of Engineers has issued a federal Clean Water Act Section 404 Record of Decision for the Northern Integrated Supply Project. This is a major milestone for NISP, as it reflects the lead federal regulatory agency's review and approval of the project.

The Corps' approval was based on a lengthy and rigorous scientific analysis under the National Environmental Policy Act and a host of other environmental laws, including the federal Endangered Species Act, National Historic Preservation Act, State Water Quality compliance certification, and State Fish and Wildlife Mitigation Plan requirements.

The Corps has concluded that the project's 40,000 acre-foot annual supply will meet a substantial amount of the 15 Northern Front Range participants' future water need and that NISP is the least environmentally impactful means of satisfying that need. The Corps considered a range of other potential alternative approaches, including the adverse impacts to the region if no federal action was taken.

### **BOARD ACTION SUGGESTED:**

Approve Nineteenth Interim Agreement with NISP water activity enterprise.

Approve payment of \$2,022,650.00 for the Nineteenth Interim Agreement with NISP.

NINETEENTH INTERIM AGREEMENT WITH THE  
NORTHERN INTEGRATED SUPPLY PROJECT WATER ACTIVITY ENTERPRISE,  
FOR PARTICIPATION IN THE  
NORTHERN INTEGRATED SUPPLY PROJECT

This Agreement is made and entered into as of \_\_\_\_\_, 2022, by and between the Northern Integrated Supply Project Water Activity Enterprise, a government-owned business within the meaning of Article X, § 20(2)(d) of the Colorado Constitution, organized pursuant to C.R.S. §§ 37-45.1-101 et seq., owned by the Northern Colorado Water Conservancy District, and whose address is 220 Water Avenue, Berthoud, Colorado 80513 (the "NISP Enterprise"), and Central Weld County Water District Water Activity Enterprise, organized pursuant to C.R.S. § 37-45.1-101 et seq., and owned by Central Weld County Water District, a Colorado special district and quasi-municipal corporation, whose address is 2235 2<sup>nd</sup> Avenue, Greeley, Colorado 80631-7203 ("Participant").

Recitals

- A. The NISP Enterprise is developing a water project (the "Project") for the purpose of developing a new reliable water supply for the beneficial use of the Participant and other entities.
- B. Overall Project costs will be divided among the entities that participate in the Project.
- C. The First, Second, and Fourth Phases of the Project, and years one through six of the Third Phase, have been completed.
- D. The Third Phase, Years 7 through 19 (hereinafter referred to as "Phase 3A"), will consist of further agency consultation, permitting with the U.S. Army Corps of Engineers and other agencies, compliance with the National Environmental Policy Act and other requirements for federal permitting, field work, and analysis for permitting, modeling, and other activities related to designing and permitting the Project.
- E. The Fifth Phase of the Project consists of the Glade Reservoir geotechnical investigation and embankment design advancement, Glade Reservoir Construction Manager/General Contractor (CM/GC) design involvement, Highway 287 relocation final design and CM/GC design involvement, and completion of the Galeton Dam preliminary design.
- F. The Sixth Phase involves continued NISP conveyance delivery refinement, South Platte Water Conservation Project negotiations, land and easement definition and purchase, and potential advancement of time-sensitive mitigation activities.
- G. The Seventh Phase involves the development of a NISP Allotment Contract, financial project planning, legal defense of the Project permits, and overall project administration.

- H. It is necessary that the NISP Enterprise pursue Phases 3A, 5, 6, and 7 of the Project at this time in order to be able to complete the Project on the time schedule desired by the participants.
- I. Pursuing this Phases 3A, 5, 6, and 7 of the Project on behalf of the participants will require continued funding from the participants.

#### Agreement

- 1. The Participant agrees to participate in Phases 3A, 5, 6, and 7 of the Project, under and pursuant to the terms and conditions of this Agreement. The Participant acknowledges that it shares a common interest in development of the Project and that privileged material may be shared with the Participant from time to time. A description of Phase 3A, Phase 5, Phase 6, and Phase 7 is included in Exhibit A. Participation in this Agreement in no way obligates the Participant to participate in subsequent phases of the Project or to continue involvement in the Project in any manner.
- 2. For the purposes of cost allocation in Phase 3A, Phase 5, Phase 6, and Phase 7, the cost is based upon the Participant's base requested capacity divided by the total requested base Project yield. The Participant's initial base requested capacity in the Project is 3,500 acre-feet of water yield. Attached hereto as Exhibit B is a table showing the currently anticipated permitted capacity in the Project and the pro rata share of the costs of the Project for 2023 for each Participant. Exhibit B also shows the projected budgets and projected pro rata shares of the costs of the Project for 2023 for each Participant. The costs covered by this Agreement shall be separate from costs covered by the NISP Phase I Agreement between the NISP Enterprise and the Participant. The Participant may request a reduction, but not an increase, in base requested capacity, which will be implemented by the NISP Enterprise so long as any increased costs of design, environmental studies, permitting or other matters are paid by the Participant pursuant to its pro-rata cost basis. If a reduction in the Participant's base requested capacity is made, the formula for allocation of costs among the participants shall be changed accordingly so that all participants bear a pro rata share of the Phase 3A, Phase 5, Phase 6, and Phase 7 costs of the Project after the change based on their final base requested capacities. For purposes of the environmental analysis for the Project, the Participant's permitted capacity in the Project is 3,500 acre-feet of water yield. In the event that the Participant's base requested capacity is increased or decreased, the Participant's permitted capacity shall be increased or decreased in the same percentage as the percentage increase or decrease of the base requested capacity.
- 3. The Participant agrees to provide to the NISP Enterprise funds for its pro rata share of the anticipated 2023 costs necessary for Phase 3A, Phase 5, Phase 6, and Phase 7 of the Project. The NISP Enterprise estimates that the Participant's pro rata share of the costs of the Project is \$2,022,650 for 2023. The Participant will pay the NISP Enterprise its pro rata share of these 2023 costs on or before January 30, 2023. The NISP Enterprise will invoice the Participant for this payment. These estimated costs will not be increased or exceeded without the prior written approval of the Participant. Participant funds that are

not expended during Phase 3A, Phase 5, Phase 6, and Phase 7 will be rebated back to each participant pro rata based on each participant's contribution of funds to the Project in Phase 3A, Phase 5, Phase 6, and Phase 7.

4. In the event that the Participant fails to make the payment set forth above at the specified time, the NISP Enterprise shall have the right to terminate this Agreement and cease all work on the Project for the benefit of the Participant. The NISP Enterprise shall give the Participant thirty (30) days' advance written notice of its intention to terminate this Agreement and cease work on the Project for the Participant's benefit under this paragraph. The Participant shall have until the end of said 30-day period in which to make all past due payments in full in order to cure its default hereunder. The Participant shall in any event be responsible for its pro rata share of the 2023 costs of Phase 3A, Phase 5, Phase 6, and Phase 7 of the Project actually incurred by the NISP Enterprise up to the date of termination of this Agreement.
5. The NISP Enterprise agrees to diligently pursue Phase 3A, Phase 5, Phase 6, and Phase 7 of the Project in good faith to the extent that funds therefor are provided by the Participant under this Agreement and by other participants under similar agreements. By entering into this Agreement and accepting payments from the Participant, the NISP Enterprise does not obligate itself to, nor does the NISP Enterprise warrant that it will, proceed with the Project beyond Phase 7 or that it will construct or operate the Project. At the end of the Sixth Phase, the NISP Enterprise will determine after consultation with the participants whether to proceed with the Project. The NISP Enterprise agrees that, if the participants provide all required funding, if the NISP Enterprise has the ability, and if the Project is feasible and practical, it will pursue the construction and operation of the Project if requested to do so by a sufficient number of participants to fully fund the Project. In the event that the NISP Enterprise decides not to proceed with the Project, it will so notify the Participant and this Agreement will immediately and automatically terminate upon the giving of such notice.
6. In the event of termination of the Project, the Participant shall not be entitled to any return of funds paid to the NISP Enterprise for the Project, unless payments by participants exceed the NISP Enterprise's costs as of the date the Project is terminated, in which case a pro rata refund will be made. In the event of such termination, the Participant shall be entitled to receive copies of any work products developed by the NISP Enterprise or its consultants on behalf of the Participant, and NISP Enterprise Board shall, in its sole discretion: (i) convey to the Participant, as a tenant in common with all other participants who have not been terminated under Paragraph 4 above, a pro rata interest in all real and personal property acquired by the NISP Enterprise for the Project with funds provided under this Agreement or similar agreements with other participants; or (ii) disburse to the Participants the proceeds of any sale of assets in proportion to each Participant's Cost Share.
7. The Participant shall have the right to assign this Agreement and the Participant's rights hereunder, with the written consent of the NISP Enterprise, which consent shall not be

unreasonably withheld, to any entity that is eligible to receive water deliverable through the Project and that is financially able to perform this Agreement.

8. In the event that this Agreement is terminated for any reason, the Participant shall not be entitled to any return of any funds paid to the NISP Enterprise for the Project except as provided in Paragraphs 3 and 6 above for those participants who have not been terminated under Paragraph 4 above, and the NISP Enterprise shall have no further obligations to the Participant.
9. Notwithstanding any other provision of this Agreement to the contrary, the Participant's maximum financial obligation under this Agreement shall be the payment of \$2,022,650 set forth in Paragraph 3 above. The Participant shall have the right to terminate this Agreement at any time. In the event of such termination, each of the parties hereto shall be immediately released from all obligations recited herein as if this Agreement had not been entered into.
10. In the event that additional costs must be incurred for Phase 3A, Phase 5, Phase 6, and Phase 7 in 2023, the parties may amend this Agreement in writing to provide for further payment by the Participant of the costs for 2023. However, the Participant is not obligated under this Agreement to pay any costs for Phase 3A, Phase 5, Phase 6, and Phase 7 beyond the costs stated in Paragraph 3 above.
11. This Agreement shall be interpreted under the laws of the State of Colorado. Venue for any disputes concerning this Agreement shall be in the Weld County, Colorado, District Court.
12. Nothing in this Agreement shall be construed to waive the protections and immunities afforded the NISP Enterprise and the Participant under the Colorado Governmental Immunity Act, C.R.S. § 24-10-101 et seq., and any similar or successor statutes of the State of Colorado.
13. Except for the obligation to pay money, neither party shall be liable to the other party for any delay or inability to perform its obligations hereunder by reason of acts of God, acts of the public enemy, riot, civil commotion, insurrection, acts or failure to act of governmental authorities, war, pandemic, or any other cause or causes beyond the party's reasonable control.
14. This Agreement is the entire agreement between the NISP Enterprise and the Participant regarding participation in Phase 3A, Phase 5, Phase 6, and Phase 7 of the Project and shall be modified by the parties only by a duly executed written instrument approved by the Participant and the NISP Enterprise's Board of Directors.
15. This Agreement is subject to approval by the NISP Enterprise's Board of Directors and shall become binding on the NISP Enterprise only upon such approval.

CENTRAL WELD COUNTY WATER DISTRICT  
WATER ACTIVITY ENTERPRISE,  
organized pursuant to C.R.S. § 37-45.1-101 et seq., and owned by Central Weld County  
Water District, a Colorado special district and quasi-municipal corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

THE NORTHERN INTEGRATED SUPPLY PROJECT  
WATER ACTIVITY ENTERPRISE

By: \_\_\_\_\_

Bradley D. Wind, P.E.  
General Manager

**EXHIBIT A**  
**DESCRIPTION OF PHASE 3A, PHASE 5, PHASE 6, and PHASE 7**  
**NORTHERN INTEGRATED SUPPLY PROJECT**

Phase 3A consists of a continuation of the permitting work associated with NISP. The work in 2023 will largely be remaining efforts in support of the final 404 permit and Record of Decision, potential minor modification of the 404 permit, mitigation development, and continuation of the Larimer County IGA process. Additionally, there will be work in support of the public information effort for NISP as well as overall Northern Water administration and legal support.

Phase 5 will consist of the Glade Reservoir facility design advancement and necessary geotechnical work and Highway 287 relocation sixty percent design. Additionally, Construction Management/General Contractors (CM/GC) will be selected for Glade Reservoir and Highway 287 and will assist in design development and cost estimating.

Phase 6 involves the following additional 2023 activities:

- NISP conveyance will continue to be refined including evaluation of Participant flow requirements, pipeline sizing and route refinement, delivery system exchange potential, C-BT exchange potential, conveyance cost estimating, and cost allocation methodology development.
- South Platte Water Conservation Project negotiations will be advanced with the affected ditch companies and shareholder cooperative agreements will be developed.
- Land and easement requirements will be more specifically identified.
- Mitigation plans will continue to be advanced, and time sensitive mitigation activities may be pursued.

Phase 7 involves the following 2023 activities:

- Project financial planning
- Allotment contract development
- Legal defense of the Army Corps of Engineers 404 permit, and the Larimer County 1041 Permit.
- Potential activities associated with the City of Fort Collins' 1041 permit process.

**EXHIBIT B**  
**PARTICIPANT YIELD AND COSTS**  
**PHASE 3A, PHASE 5, PHASE 6, and PHASE 7**



<b>Northern Integrated Supply Project</b>		<b>Rev. 2.0</b>	<b>10/21/2022</b>
<b>Year 2023 Preconstruction Budget</b>			
<b>Interim Contract 19</b>			
<b>Item</b>	<b>Updated Cost</b>		
Glade Final Design Activities	\$ 10,000,000		
Glade CMGC Design Support	\$ 800,000		
HW 287 Design Activities	\$ 2,300,000		
NISP Delivery Refinement	\$ 2,700,000		
River Intake Predesign and Design	\$ 400,000		
Galeton Advancement	\$ 400,000		
Environment&Mitigation	\$ 4,300,000		
Financing Consultant/Bond Counsel	\$ 100,000		
WQ Sample Testing	\$ 200,000		
Northern Water Labor	\$ 1,800,000		
Northern Water Indirect	\$ 816,000		
Legal	\$ 500,000		
Communications	\$ 100,000		
ROW-Land Appraisal/Title/Survey	\$ 200,000		
Pipeline Easements	\$ 3,000,000		
SPWCP Negotiations	\$ 200,000		
Contingency/Other (10%)	\$ 2,800,000		
<b>Total</b>	<b>\$ 30,616,000</b>		
Approximate Carryover from 2022	\$ 7,500,000		
<b>Total Requested of Participants for 2023</b>	<b>\$ 23,116,000</b>		
<b>Participant</b>	<b>Project Yield (Acre-ft)</b>	<b>Percent of Project</b>	<b>2023 Budget</b>
Central Weld Co. W.D.	3,500	8.75%	\$ 2,022,650
Dacono	1,250	3.13%	\$ 722,375
Firestone	1,300	3.25%	\$ 751,270
Frederick	2,600	6.50%	\$ 1,502,540
Eaton	1,300	3.25%	\$ 751,270
Erie	6,500	16.25%	\$ 3,756,350
Evans	1,200	3.00%	\$ 693,480
Fort Collins-Loveland. W.D.	3,400	8.50%	\$ 1,964,860
Fort Lupton	2,050	5.13%	\$ 1,184,695
Fort Morgan	3,600	9.00%	\$ 2,080,440
Lafayette	1,800	4.50%	\$ 1,040,220
Lefthand W.D.	4,900	12.25%	\$ 2,831,710
Morgan County Q.W.D.	1,300	3.25%	\$ 751,270
Severance	2,000	5.00%	\$ 1,155,800
Windsor	3,300	8.25%	\$ 1,907,070
<b>Total</b>	<b>40,000</b>	<b>100.00%</b>	<b>\$ 23,116,000</b>



# INVOICE 10906

**NISP, Northern Colorado Water Conservancy District**

DATE: December 05, 2022

220 Water Avenue  
Berthoud, CO 80513

Phone 800-369-7246 Fax 1-877-851-0017

TO Central Weld County Water District  
2235 2<sup>nd</sup> Avenue  
Greeley, Colorado 80631-7203

PAYMENT TERMS	CONTACT PERSON	FEIN NUMBER				
Jan. 30 2023	Carl Brouwer	84-6000204				

	DESCRIPTION	TOTAL
	<p>Nineteenth Interim Agreement</p> <p>Northern Integrated Supply Project (NISP)</p> <p>Please Note New Remittance Address: 220 Water Avenue Berthoud, CO 80513</p> <p><b>RECEIVED</b></p> <p>DEC 08 2022 <i>SL</i></p> <p><u>10470</u></p>	\$2,022,650.00
<b>TOTAL</b>		<b>\$2,022,650.00</b>

Please contact Carl Brouwer at 970-622-2298 if you have any questions.

# **WINDY GAP REPORT**

**ITEM NO. 5G**

**JANUARY 19, 2023**

## **Background Summary:**

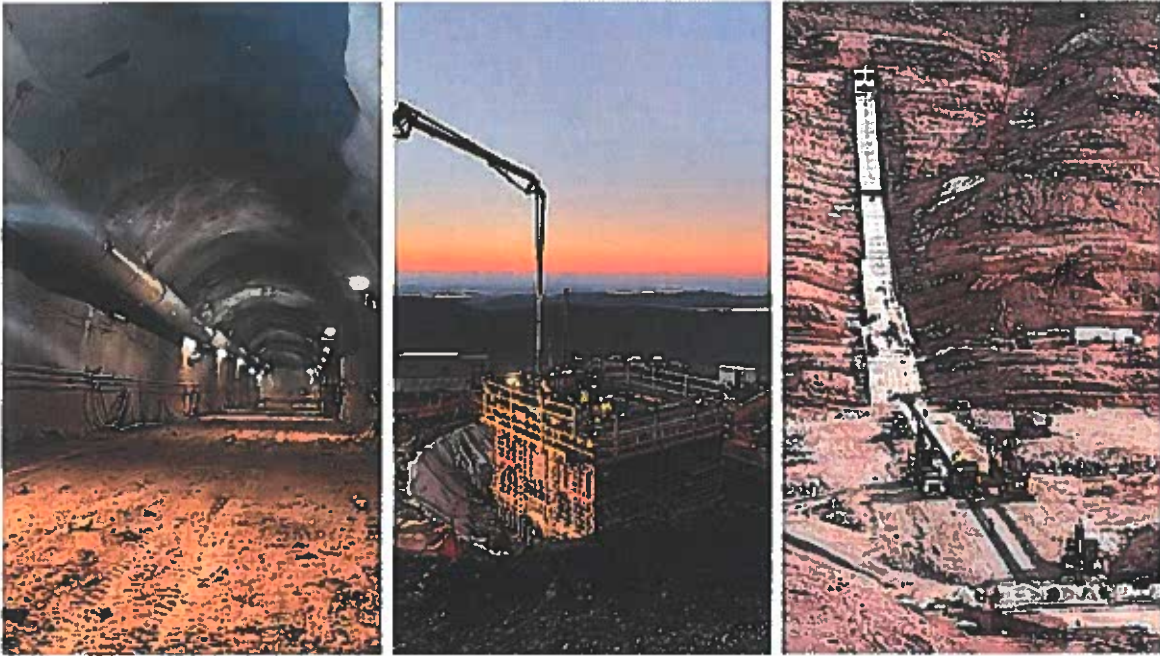
Chimney Hollow Reservoir construction has begun and is anticipated to take four years and water will begin to be stored in the reservoir in 2025.

**BOARD ACTION SUGGESTED:** As Appropriate by Board.



# Chimney Hollow Reservoir Project

E-Newsletter | January 2023



*Inlet/Outlet Tunnel (left), Bald Mountain Interconnect (center) and Main Dam (right)*

## Key Milestones Hit at Chimney Hollow Reservoir in 2022

Chimney Hollow Reservoir construction crews made significant progress in 2022. Work started in August 2021 and is scheduled to continue until August 2025. Here are some highlights from this year's work.

**Main Dam Foundation Prep:** In November 2022, crews completed the main dam rock excavation, which marked a huge milestone in reservoir construction after 15 months of work on this component.

**Hydraulic Asphalt Core:** Chimney Hollow construction crews began the asphalt placement in October 2022. For the next two years, the asphalt will be placed in 9-inch increments per lift until the dam reaches a height of about 350 feet. Rockfill and filter/drain construction occur concurrently to complete the embankment construction at any given elevation.

**Bald Mountain Interconnect:** One of the most time-sensitive aspects of the Chimney Hollow Reservoir Project was the Bald Mountain Interconnect. A shutdown of the Colorado-Big Thompson (C-BT) Project occurred from mid-September through mid-December as crews cut into existing infrastructure to tie in a 126-inch diameter section of steel pipe with a 72-inch diameter steel offtake (known as a wye) to add the ability to deliver water into Chimney Hollow Reservoir from the C-BT Project.

**Larimer County and Saddle Dam Access Roads:** On Nov. 15, the Larimer County and saddle dam access roads were completed. When the reservoir opens to the public, the Larimer County access road will be the entry road to Chimney Hollow's future public recreation and open space facilities. The saddle dam road is not a public road and extends to the saddle dam for Northern Water maintenance access.

**Downstream Tunnel and Valve Chamber:** The downstream tunnel portal and excavation of the 26-foot diameter downstream portion of the tunnel, which runs 667 feet to the center of the main dam was completed in October 2022. A 30-foot diameter valve chamber was also excavated to provide room for mechanical equipment installation and maintenance. A 72-inch diameter steel conduit will be placed inside the tunnel to bring water in and out of Chimney Hollow Reservoir.



## **Windy Gap, Firming Project Provide Important Water Supplies**

Due to rapid population growth during the late 1960s, six Front Range communities formed the [Northern Water Municipal Subdistrict](#) in July 1970 to plan, finance, build and operate the Windy Gap Project. The six original Windy Gap participants included Boulder, Estes Park, Fort Collins, Greeley, Longmont and Loveland.

Windy Gap Project construction began in July 1981, was completed in 1985 and began delivering water to Municipal Subdistrict participants that same year.

The Windy Gap Project is located in Grand County on Colorado's West Slope. The project consists of a diversion dam on the Colorado River, a 445-acre-foot reservoir, a pump plant and a six-mile pipeline to Lake Granby. Windy Gap water is pumped and stored in Lake Granby, part of the [Colorado-Big Thompson Project](#), before it is delivered to water users via the C-BT system.

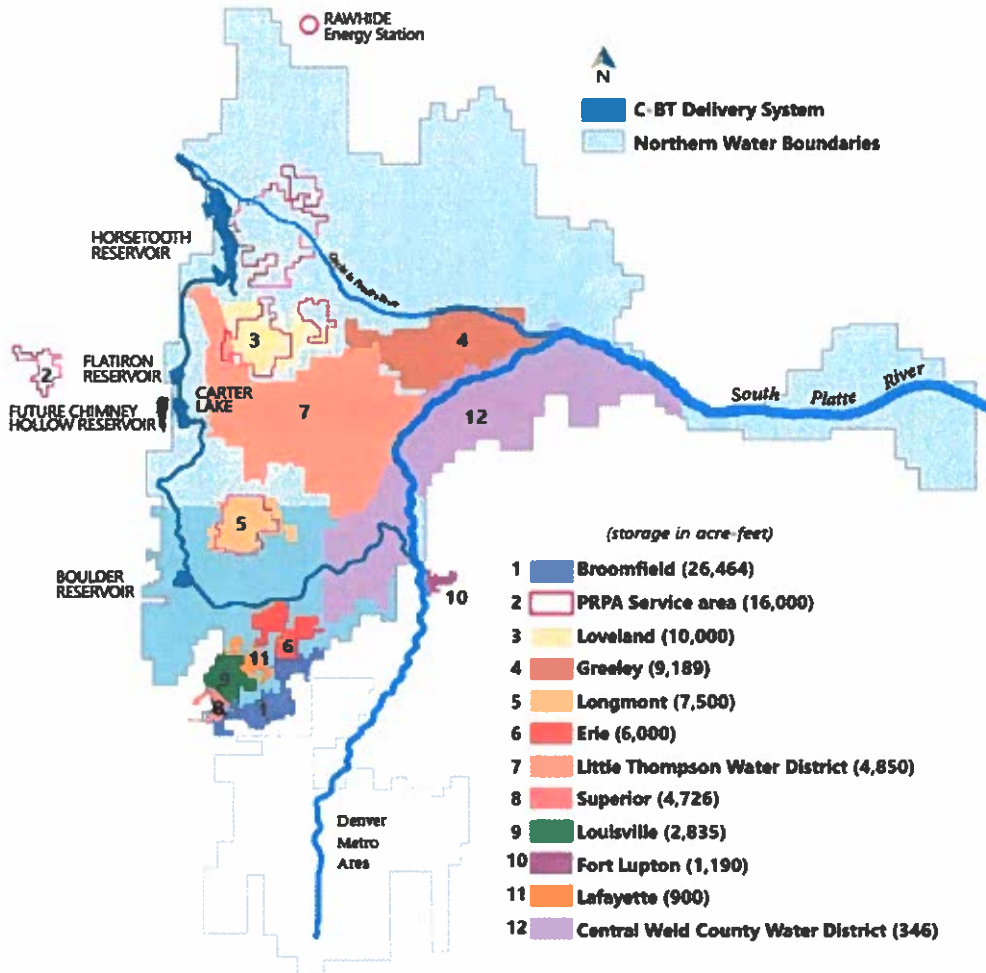
The Windy Gap Project was designed to deliver an average of 48,000 acre-feet of water per year to its participants. However, during wet cycles Lake Granby is often full, leaving little or no space for Windy Gap water, since the Colorado-Big Thompson has more senior water rights. Additional storage has been contemplated since the Windy Gap Project's inception

and today, nine municipalities, two water districts and a power provider work together to build a new reservoir to store this water and make the Windy Gap water deliveries more reliable.

As population in Northern Colorado continues to grow, the region needs collaborative projects to help meet its future water demands while also protecting the environment and wildlife, maintaining local food production, and preserving the region's quality of life. Those are precisely the objectives of the Chimney Hollow Reservoir Project, which is the main component of the overall Windy Gap Firming Project. The new reservoir will be located just west of Carter Lake in southern Larimer County and will store 90,000 acre-feet of water when built — slightly smaller than neighboring Carter Lake (112,230 acre-feet). The project will provide a firm (more reliable) yield of 30,000 acre-feet annually, which will meet a portion of the future demands of the participants.



## Participants & Requested Storage



Update 5-2022

## Chimney Hollow Water Recipients

The Chimney Hollow Reservoir Project will benefit nine cities, two water districts and a power provider. By 2050, these water providers' combined population will have far more than

doubled what it was in 2005, to about 825,000 people. Water demand projections show a shortage in supply of 64,000 acre-feet in 2030 and 110,000 acre-feet by 2050.

To address this shortage, participants are relying on multiple approaches: conservation, reuse and additional storage — including building Chimney Hollow Reservoir.



**Northern Water**

## Chimney Hollow Reservoir Project



### Construction Teams

In a typical day on site, about 350 personnel come in and out of the security gate at Chimney Hollow Reservoir, which includes all the office and field staff. Northern Water is the project owner and has four employees on site daily, along with many others working on the project offsite. To complete the project, Northern Water has partnered with the following companies:

1. **Barnard Construction**, based in Bozeman, Montana, is the general contractor. It employs the largest number of personnel on site and hired many subcontractors to help during construction, including many local hires.
1. **Black & Veatch**, based in Overland Park, Kansas, is the construction manager. Approximately 12 employees are on site, with others working on the project remotely or from area offices. Black & Veatch subcontracted Kleinfelder, based in San Diego, California, to help with the on-site materials testing labs. Kleinfelder has about 5 personnel on site, with others working remotely.
1. **Stantec**, based in Edmonton, Canada, is the design engineer. The on-site team consists of about six employees, with others working on the project remotely or from area offices.

# MANAGER'S REPORT

## ITEM NO. 5H

**JANUARY 19, 2023**

### Background Summary:

- Making progress on easements for the east 36" transmission line
- About to have all easements and design for Frederick 30" line extension
- Meet with Johnstown about possibly serving more water
- Met with Milliken about treating native water at new east I25 plant

**BOARD ACTION SUGGESTED:** Information Only.



# **CARTER LAKE FILTER PLANT MINUTES**

**ITEM NO. 6A (1-2)**

**JANUARY 19, 2023**

## **Background Summary:**

Please review the Carter Lake Filter Plant Minutes from December.

**BOARD ACTION SUGGESTED:** Information Only.

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF CARTER LAKE FILTER PLANT**

The regular monthly meeting of the Board of Directors was held at the Carter Lake Filter Plant Office on  
Wednesday, December 14, 2022. Attendance was as follows:

**Board of Directors**

**Staff/Guests in Attendance**

Al Lind, President	Present	Rick Whittet	CLFP General Manager
Ryan Heiland, Vice President	Present	Darrell Larson	CLFP Plant Superintendent
Steve Brandenburg, Secretary/Treasurer	Present	Lisa Everson	CLFP Admin Assistant
Ed Martens	Present	Amber Kauffman	LTWD District Manager
Scott Meining	Present	Josh Cook	NoCo Engineering
Katie Strohauer	Present	Gary Allen	NCLWD/Longs Peak Manager

**1. CALL TO ORDER:**

President Lind called the meeting to order at 4:30 p.m. Mr. Gary Allen, District Manager of Long's Peak Water District and North Carter Lake Water District introduced himself.

**2. REVIEW OF AGENDA ITEMS:**

A motion was made by Director Brandenburg for an Executive Session to occur at the end of the meeting pursuant to: § 24-6-402(4)(f), C.R.S. to discuss personnel matters. The motion was seconded by Director Strohauer. The motion carried.

**3. PUBLIC COMMENT ON NON-AGENDA ITEMS:**

There were no public comments.

**4. REVIEW OF THE MEETING MINUTES OF PRIOR BOARD MEETING:**

A motion to approve the meeting minutes of the November 9, 2022 Board Meeting was made by Director Martens and seconded by Director Meining. The motion carried.

**5. FINANCIAL REVIEW:**

A motion to approve the November 2022 financials as presented was made by Director Brandenburg and seconded by Director Heiland. The motion carried.

**6. PROJECT UPDATE:**

Mr. Cook gave an update on the progress of the Pre-Treatment design. Mr. Cook inquired about planning for the use of fluoride within the building design. There was a discussion regarding the use of fluoride and the difficulty the staff has experienced in locating fluoride from reputable vendors. There was also discussion about the safety risks involved with handling the chemical. The discussion was tabled.

There was discussion regarding treating water from Dry Creek Reservoir. The districts received taste and odor complaints from the usage of Dry Creek in October to November. Dry Creek water will likely need to be utilized in January during the Annual Canal Shutdown as the shutdown is expected to last for several days.

**7. OPERATIONS AND MAINTENANCE REPORT:**

Mr. Larson reviewed the O & M report for November.

**8. WATER QUALITY REPORT:**

Mr. Larson reviewed the Water Quality report for November. All parameters were within acceptable limits.

**MANAGER'S REPORT:**

Mr. Whittet reviewed the Manager's Report for November.

- The job opening was renewed on AWWA's website and is posted on the Plant website.
- Mr. Whittet presented the Audit Engagement Letter from BDO. The estimated cost to perform the Audit is \$20,500.00

**A motion was made to contract BDO to perform the 2022 Audit by Director Brandenburg and seconded by Director Heiland. The motion carried.**

- Mr. Whittet presented the Property and Liability Renewal that was received earlier in the day. The renewal cost for 2023 is \$222,992.00. Mr. Whittet will review options for the renewal.

**9. DISTRICT MANAGER'S QUESTIONS AND COMMENTS:**

There were no Manager Reports.

**10. DIRECTOR REPORTS:**

There were no Director Reports.

**11. EXECUTIVE SESSION:**

**The Board went into Executive Session at 6:25 p.m to discuss Personnel Matters regarding the Manager's Performance Review. The Board came out of Executive Session at 7:40 p.m.**

**12. ADJOURNMENT:**

There being no other business, the meeting was adjourned at 7:40 p.m.

Respectfully Submitted,

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Secretary

# **CARTER LAKE FILTER PLANT AGENDA**

**ITEM NO. 6B**

**JANUARY 19, 2023**

## **Background Summary:**

Please review the Carter Lake Filter Plant Agenda for January.

**BOARD ACTION SUGGESTED:** Information Only.



# Carter Lake Filter Plant

7100 W. County Rd 8-E Berthoud, Colorado 80513

**Directors:** Al Lind Jr. | Ryan Heiland | Steven Brandenburg | Ed Martens | Scott Meining | Katie Strohauer

**Plant Manager:** Rick Whittet

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## Regular Board Meeting Agenda January 11, 2023 – 4:30 P.M.

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1. **Call to Order**
2. **Review of Agenda Items**  
Motion for Executive Session - To discuss personnel matters -  
Manager's review, pursuant to: § 24-6-402(4)(f), C.R.S.
3. **Public Comment on Non-Agenda Items**
4. **Review of Meeting Minutes of Prior Board Meeting** Page 2
5. **Financial Review** Page 4
6. **Project Update** Page 17
7. **Operations and Maintenance Report** Page 19
8. **Water Quality Report** Page 20
9. **Manager's Report** Page 21
11. **District Manager's Questions and Comments**
12. **Director Reports**
13. **Executive Session**
14. **Adjournment**

# CARTER LAKE FILTER PLANT PROJECT UPDATE

**ITEM NO. 6C (1-24)**

**JANUARY 19, 2023**

## Summary:

<b>Financials</b>	Year to date total revenue was more than budgeted and expenses were less than budgeted.
<b>South Plant</b>	Annual filter inspections are underway
<b>North Plant</b>	Discussed different options regarding modification of turning Old North Plant into a contact basin A new compressor is on order Quotes are being generated for the valve replacement project
<b>Flows</b>	Average daily demand for Dec was 9.1 MGD down from 9.3 MGD in 2021
<b>Dry Creek</b>	Will be running pumps during the annual canal shutdown the week of January 16 <sup>th</sup> . The line will be flushed the week prior to running the pumps
<b>Fluoride</b>	CDPHE discussion and requirement to feed fluoride in the water If fluoride will be stopped, all communities served will need to be notified
<b>Canal</b>	Annual canal shutdown scheduled for week of January 16 <sup>th</sup>
<b>Soda Ash</b>	Issue on-going from May for the contaminated soda ash load
<b>Lead &amp; Copper</b>	There were 65 samples between the two districts. The 90 <sup>th</sup> percentile for lead was 1.87 ug/L The 90 <sup>th</sup> percentile for copper was 0.25mg/L
<b>Job Descriptions</b>	Job descriptions for the Plant Superintendent and the Chief Operator have been summarized
<b>Dry Creek Management</b>	Amber Kaufmann, Stan Linker, and Rick Whittet met with Stantec regarding a Dry Creek Management Plan, T&O issues, algae, and how to prevent degradation in the future

**BOARD ACTION SUGGESTED:** As appropriate by Board.



# **Carter Lake Filter Plant**

## **AGENDA ITEM SUMMARY**

**ITEM NUMBER: 4**

**SUBJECT: December Financial Review**

**STAFF: Rick Whittet, Plant Manager**

**ACTION REQUEST: Approval of December Financials**

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- Review of December Financials:
  - December operations revenue was \$223,357.70, \$20,348.80 more than budgeted.
  - December total expenses are \$180,981.31, \$30,210.45 less than budgeted.
- Large check approvals

**CARTER LAKE FILTER PLANT**  
**Balance Sheet**  
As of December 31, 2022

	Dec 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
100500 · PETTY CASH	204.04
101000 · CASHBANK ACCOUNT	60,067.84
105000 · COLOTRUST SAVINGS	20,525.64
105100 · COLOTRUST ROOF FUNDS	0.13
<b>Total Checking/Savings</b>	<b>80,797.65</b>
<b>Accounts Receivable</b>	
110000 · ACCOUNTS RECEIVABLE	365,724.64
<b>Total Accounts Receivable</b>	<b>365,724.64</b>
<b>Other Current Assets</b>	
111100 · Dry Creek Expense LTWD	-1,125.00
111600 · Dry Creek Expense CWCWD	1,125.00
<b>Total Other Current Assets</b>	<b>0.00</b>
<b>Total Current Assets</b>	<b>446,522.29</b>
<b>Fixed Assets</b>	
121000 · FILTER PLANT PROPERTY	10,730,794.88
121200 · WITHDRAW FACILITIES	17,579.00
121400 · EQUIPMENT -SMALL EQUIP PURCHASE	155,028.54
121500 · SOUTH PLANT CONTROL SYSTEM	206,353.35
121600 · STORAGE TANKS	899,151.06
121800 · REAL PROPERTY	5,000.00
122000 · PROPERTY -FILTER HOUSE	39,461.04
122200 · AUTOMOBILE EQUIPMENT	53,645.15
122400 · SOUTH PLANT CHLORINE SCRUBBER	12,679.00
122600 · OFFICE EQUIPMENT	3,427.00
123000 · ACCUMULATED DEPRECIATION	-6,505,667.95
124000 · PRE-TREATMENT PROJECT	-9,258.43
124400 · MEMBRANE REPLACEMENT	0.01
<b>Total Fixed Assets</b>	<b>5,608,192.65</b>
<b>Other Assets</b>	
126000 · INVENTORY	166,330.32
<b>Total Other Assets</b>	<b>166,330.32</b>
<b>TOTAL ASSETS</b>	<b>6,221,045.26</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200000 · ACCOUNTS PAYABLE	146,449.57
<b>Total Accounts Payable</b>	<b>146,449.57</b>
<b>Other Current Liabilities</b>	
200200 · STATE WITHHOLDING TAX	3,690.00
202000 · ACCRUED COMP. ABSENCES	59,497.07
202100 · ACCRUED WAGES PAYABLE	1,355.27
<b>Total Other Current Liabilities</b>	<b>64,542.34</b>
<b>Total Current Liabilities</b>	<b>210,991.91</b>
<b>Total Liabilities</b>	<b>210,991.91</b>
<b>Equity</b>	
211000 · CAPITAL CONSTRUCTION -LTWD	4,053,223.64
211100 · CAP CONSTRUCTION -CWCWD	4,064,674.35
220000 · RETAINED EARNINGS	-1,256,664.99



11:23 AM  
01/05/23  
Accrual Basis

**CARTER LAKE FILTER PLANT**  
**Balance Sheet**  
As of December 31, 2022

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	<u>Dec 31, 22</u>
30000 · Opening Balance Equity	-65,937.98
32000 · Retained Earnings	-611,700.31
Net Income	-173,541.36
Total Equity	<u>6,010,053.35</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>6,221,045.26</u></u></b>

## CARTER LAKE FILTER PLANT Profit & Loss vs Budget, Month, YTD, Annual

December 2022

	Dec 22	Budget	Jan - Dec 22	YTD Budget	Annual Budget
<b>Income</b>					
301000 · INCOME OPERATIONS	223,357.70	203,008.90	3,167,519.07	3,180,901.05	3,180,901.05
302000 · INCOME MISCELLANEOUS	0.00		49,682.81		
302400 · INCOME INTEREST	75.88	18.00	386.99	215.00	215.00
<b>Total Income</b>	<b>223,433.58</b>	<b>203,026.90</b>	<b>3,217,588.87</b>	<b>3,181,116.05</b>	<b>3,181,116.05</b>
<b>Expense</b>					
111000 · LTWD PROJECT REIMBURSEMENT	0.00		0.00		
111500 · CWCWD PROJECT REIMBURSEMENT	0.00		0.00		
<b>501000 · ADMINISTRATIVE</b>					
501100 · NCWCD 16" LINE FEES	0.00	1,204.00	883.25	1,204.00	1,204.00
501200 · LEGAL NOTICES	0.00		137.19		
501300 · FEES, LICENSES & DUES	429.99	594.00	7,755.53	7,194.00	7,194.00
506200 · BOD MILEAGE	171.25	142.00	1,887.33	1,700.00	1,700.00
506600 · OFFICE SUPPLIES	1,433.91	658.00	8,862.99	7,896.00	7,896.00
506700 · CUSTODIAL SUPPLIES	0.00	138.00	1,422.00	1,650.00	1,650.00
506900 · FURNITURE	0.00	0.00	514.54	1,795.00	1,795.00
<b>Total 501000 · ADMINISTRATIVE</b>	<b>2,035.15</b>	<b>2,736.00</b>	<b>21,462.83</b>	<b>21,439.00</b>	<b>21,439.00</b>
<b>501500 · TRAINING</b>					
501600 · SEMINARS & FEES	0.00	708.00	7,052.32	8,500.00	8,500.00
501800 · SAFETY	270.00	260.00	3,000.00	3,120.00	3,120.00
<b>Total 501500 · TRAINING</b>	<b>270.00</b>	<b>968.00</b>	<b>10,052.32</b>	<b>11,620.00</b>	<b>11,620.00</b>
<b>502000 · LABORATORY</b>					
502600 · SUPPLIES	0.00	0.00	15,013.66	11,524.00	11,524.00
502700 · PROFESSIONAL SERVICES	0.00	0.00	7,154.39	5,580.00	5,580.00
502800 · EQUIPMENT REPLACEMENT	0.00	0.00	12,178.88	3,008.00	3,008.00
502900 · NEW EQUIPMENT	0.00	0.00	9,662.33	15,903.00	15,903.00
<b>Total 502000 · LABORATORY</b>	<b>0.00</b>	<b>0.00</b>	<b>44,009.26</b>	<b>36,015.00</b>	<b>36,015.00</b>
<b>503200 · SOUTH PLANT CHEMICALS</b>					
503202 · COAGULANT	0.00	0.00	180,298.48	94,500.00	94,500.00
503203 · SEAQUEST	0.00	0.00	77,301.57	78,000.00	78,000.00
503204 · CHLORINE	1,504.60	0.00	34,244.00	19,440.00	19,440.00
503205 · FLUORIDE	0.00	0.00	17,080.00	16,200.00	16,200.00
503206 · FLOCULANT	0.00	0.00	2,220.00	2,350.00	2,350.00
503207 · FERRIC SULFATE	0.00	0.00	82,888.49	80,000.00	80,000.00
503208 · SODA ASH	3,381.00	3,225.00	61,985.00	57,513.00	57,513.00
503209 · SODIUM CHLORITE	0.00	0.00	66,705.05	38,594.00	38,594.00
<b>Total 503200 · SOUTH PLANT CHEMICALS</b>	<b>4,885.60</b>	<b>3,225.00</b>	<b>522,722.59</b>	<b>386,597.00</b>	<b>386,597.00</b>
<b>503300 · NORTH PLANT CHEMICALS</b>					
503302 · COAGULANT	0.00	0.00	99,956.16	51,000.00	51,000.00
503303 · SEAQUEST	0.00	0.00	116,548.37	78,000.00	78,000.00
503304 · CHLORINE	3,009.20	0.00	45,368.40	29,970.00	29,970.00
503305 · FLUORIDE	0.00	0.00	20,180.00	19,800.00	19,800.00
503306 · CAUSTIC SODA	0.00	0.00	17,264.80	5,000.00	5,000.00
503307 · FERRIC SULFATE	0.00	0.00	204,003.72	200,000.00	200,000.00
503308 · SODA ASH	9,097.90	0.00	75,058.90	90,750.00	90,750.00
503309 · SODIUM CHLORITE	0.00	0.00	118,808.55	78,000.00	78,000.00
503310 · CLEAN-IN-PLACE	2,950.50	0.00	155,226.40	132,060.00	132,060.00
<b>Total 503300 · NORTH PLANT CHEMICALS</b>	<b>15,057.60</b>	<b>0.00</b>	<b>852,415.30</b>	<b>684,580.00</b>	<b>684,580.00</b>
<b>504000 · PROFESSIONAL SERVICES</b>					
504100 · CONTROL SYSTEM	1,177.50	3,674.00	17,604.16	44,000.00	44,000.00
504200 · ELECTRICAL	4,071.37	1,708.00	13,014.83	20,500.00	20,500.00
504300 · FIRE & SECURITY	0.00	0.00	4,123.79	1,950.00	1,950.00
504400 · BACK UP POWER	0.00	0.00	3,962.50	2,900.00	2,900.00
504500 · IT SUPPORT	70.50	104.00	1,013.40	1,250.00	1,250.00
504600 · ACCOUNTING	0.00	0.00	18,000.00	9,500.00	9,500.00
504800 · ENGINEERING	1,759.50	2,531.00	24,589.39	30,381.00	30,381.00
504900 · LEGAL	450.00	668.00	17,522.50	8,032.00	8,032.00
<b>Total 504000 · PROFESSIONAL SERVICES</b>	<b>7,528.87</b>	<b>8,685.00</b>	<b>99,830.57</b>	<b>118,513.00</b>	<b>118,513.00</b>
<b>507000 · WATER QUALITY</b>					
507100 · INORGANICS	0.00	0.00	480.00	500.00	500.00
507200 · CHLORITES	0.00	60.00	360.00	240.00	240.00
507500 · ORGANIC	0.00		316.00		
507600 · RAW ALGAE ID	0.00	155.00	1,705.00	1,860.00	1,860.00
507800 · DISCHARGE	0.00	66.00	196.00	796.00	796.00
507900 · OTHER	0.00	185.00	901.00	2,231.00	2,231.00

11:29 AM

01/05/23

Accrual Basis

**CARTER LAKE FILTER PLANT**  
**Profit & Loss vs Budget, Month, YTD, Annual**

December 2022

	Dec 22	Budget	Jan - Dec 22	YTD Budget	Annual Budget
<b>Total 607000 · WATER QUALITY</b>	0.00	466.00	3,958.00	5,627.00	5,627.00
<b>608000 · OPERATIONS &amp; MAINTENANCE</b>					
608600 · GENERAL SERVICES	3,852.19	8,267.00	55,910.36	99,210.00	99,210.00
608700 · PARTS & SUPPLIES	6,956.75	5,645.00	71,813.32	67,738.00	67,738.00
608800 · TOOLS	0.00	0.00	4,225.87	4,108.00	4,108.00
608900 · PROPERTY MAINTENANCE	0.00	0.00	3,260.49	20,940.00	20,940.00
609000 · GARBAGE REMOVAL	188.05	183.00	2,205.40	2,200.00	2,200.00
610000 · FUELS					
610100 · DIESEL	0.00	0.00	4,252.92	2,500.00	2,500.00
610200 · GASOLINE	450.33	250.00	9,371.68	6,500.00	6,500.00
<b>Total 610000 · FUELS</b>	450.33	250.00	13,624.60	9,000.00	9,000.00
610300 · MILEAGE REIMBURSEMENT	0.00	21.00	236.24	256.00	256.00
610700 · CLOTHING	210.00	0.00	6,637.53	4,934.00	4,934.00
610800 · SAFETY SUPPLIES	-2,881.28	397.00	4,560.37	4,766.00	4,766.00
612000 · FILTER PLANT HOUSE	0.00	0.00	530.14	7,500.00	7,500.00
<b>Total 608000 · OPERATIONS &amp; MAINTENANCE</b>	8,776.04	14,763.00	163,004.32	220,652.00	220,652.00
<b>611500 · VEHICLE MAINTENANCE</b>					
611000 · 2000 DUMP TRUCK	0.00		12,022.97		
611100 · JCB BACKHOE	0.00		5,780.32		
611200 · MF TRACTOR	360.98		360.98		
611400 · SMALL VEHICLES & ATTACHMENTS	0.00		3,323.08		
611900 · 2012 GMC	472.83		1,517.78		
611500 · VEHICLE MAINTENANCE - Other	0.00	724.00	0.00	8,688.00	8,688.00
<b>Total 611500 · VEHICLE MAINTENANCE</b>	833.81	724.00	23,005.13	8,688.00	8,688.00
<b>613000 · UTILITIES</b>					
605000 · COMMUNICATIONS					
605100 · TELEPHONE SERVICE	467.01	475.00	5,569.68	5,700.00	5,700.00
605200 · CELLULAR SERVICE	253.85	260.00	6,245.36	6,000.00	6,000.00
<b>Total 605000 · COMMUNICATIONS</b>	720.86	735.00	11,815.04	11,700.00	11,700.00
613100 · ELECTRICITY					
613600 · NORTH PLANT	9,011.53	7,410.00	116,759.39	114,910.00	114,910.00
613700 · SOUTH PLANT	4,730.14	5,230.00	58,284.60	61,144.00	61,144.00
613800 · PLANT HOUSE	97.72	101.00	1,150.34	1,431.00	1,431.00
<b>Total 613100 · ELECTRICITY</b>	13,839.39	12,741.00	176,194.33	177,485.00	177,485.00
614000 · PROPANE					
614100 · NORTH PLANT	0.00	1,123.00	15,568.14	8,985.00	8,985.00
614200 · SOUTH PLANT	0.00	1,135.00	11,863.33	9,079.00	9,079.00
614300 · PLANT HOUSE	0.00	0.00	1,517.91	838.00	838.00
<b>Total 614000 · PROPANE</b>	0.00	2,258.00	28,949.38	18,902.00	18,902.00
<b>Total 613000 · UTILITIES</b>	14,560.25	15,734.00	216,958.75	208,087.00	208,087.00
615000 · PAYROLL	91,736.39	126,925.23	866,002.23	979,541.00	979,541.00
615500 · PAYROLL TAXES	7,017.85	9,709.78	66,249.18	74,934.87	74,934.87
615600 · STATE UNEMPLOYMENT	0.00	0.00	1,788.17	2,939.00	2,939.00
616100 · INSURANCE					
605500 · PROPERTY & LIABILITY	0.00	0.00	180,812.00	140,228.00	140,228.00
605800 · WORKERS COMPENSATION	0.00	0.00	13,553.00	12,500.00	12,500.00
615000 · HEALTH	22,833.68	24,686.75	267,178.74	296,241.00	296,241.00
<b>Total 616100 · INSURANCE</b>	22,833.68	24,686.75	461,543.74	448,969.00	448,969.00
616500 · RETIREMENT CONTRIBUTION	5,446.07	2,569.00	38,127.84	30,820.00	30,820.00
<b>Total Expense</b>	180,981.31	211,191.76	3,391,130.23	3,239,021.87	3,239,021.87
<b>Net Income</b>	<b>42,452.27</b>	<b>-8,164.86</b>	<b>-173,541.36</b>	<b>-67,905.82</b>	<b>-67,905.82</b>

**CARTER LAKE FILTER PLANT**  
**Check Register**  
**As of December 31, 2022**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
101000		CASHBANK ACCOUNT		
BILL PAY	12/14/2022	EVOQUA WATER TECHNOLOGIES LLC	CHEMICALS	\$40,829.60
25228	12/5/2022	CEBT	EMPLOYEE INSURANCE	\$22,833.68
BILL PAY	12/12/2022	POUDRE VALLEY REA	UTILITIES -ELECTRIC	\$13,839.39
BILL PAY	12/30/2022	HARCROS CHEMICALS INC.	CHEMICALS	\$12,478.90
BILL PAY	12/5/2022	POUDRE VALLEY REA	DRY CREEK -ELECTRIC	\$7,412.54
BILL PAY	12/5/2022	ROCKY MTN ELECTRIC	ELECTRICAL EXPENSES	\$4,071.37
25253	12/30/2022	INGERSOLL RAND	PARTS & HARDWARE	\$3,224.99
25243	12/5/2022	SCHRADER PROPANE	UTILITIES - PROPANE	\$3,205.34
25250	12/16/2022	SCORR SOLUTIONS	GENERAL SERVICES	\$2,604.19
BILL PAY	12/30/2022	CARDMEMBER SERVICE	CREDIT CARD PURCHASES	\$1,971.30
BILL PAY	12/1/2022	CARDMEMBER SERVICE	CARD PURCHASES	\$1,663.14
25235	12/5/2022	RYAN HERCO PRODUCTS CORP.	PARTS & HARDWARE	\$1,632.94
25231	12/5/2022	HACH COMPANY	LABORATORY SUPPLIES	\$1,438.42
25232	12/5/2022	HARTFIEL AUTOMATION	PARTS & HARDWARE	\$1,206.12
25238	12/5/2022	IQ HEATING & AIR CONDITIONING	GENERAL SERVICES	\$1,199.00
25254	12/30/2022	LOGICAL SYSTEMS, LLC	CONTROL SYSTEM	\$1,177.50
25240	12/5/2022	NOCO ENGINEERING CO	ENGINEERING EXPENSES	\$996.50
25248	12/16/2022	NO COLO WATER CONSERVANCY	RAW WATER PIPELINE FEES	\$883.25
25225	12/5/2022	ATLAS COPCO COMPRESSORS LLC	PARTS & HARDWARE	\$667.81
25246	12/16/2022	CH DIAGNOSTIC/CONSULTING	WATER QUALITY	\$620.00
BILL PAY	12/5/2022	ELVINA AND YOUSAF LLC	FUELS - GASOLINE	\$618.61
BILL PAY	12/15/2022	NAPA OF BERTHOUD	PARTS & HARDWARE	\$468.84
BILL PAY	12/5/2022	CENTURYLINK	COMMUNICATIONS -TELEPHONE	\$467.01
BILL PAY	12/15/2022	ELVINA AND YOUSAF LLC	FUELS - GASOLINE	\$450.33
25255	12/30/2022	STARR & WESTBROOK	LEGAL EXPENSES	\$450.00
BILL PAY	12/15/2022	VERIZON	COMMUNICATIONS -CELLULAR	\$253.85
25239	12/5/2022	MUNICIPAL TREATMENT EQUIP	PARTS & HARDWARE	\$235.25
25247	12/16/2022	CINTAS CORPORATION	SAFETY SUPPLIES	\$218.00
25226	12/5/2022	BACKFLOW TECH, INC.	PARTS & HARDWARE	\$195.00
25249	12/16/2022	REPUBLIC SERVICES	TRASH REMOVAL	\$188.05
25236	12/5/2022	SECURITY SOUND DESIGN,INC	SECURITY SYSTEM EXPENSE	\$170.50
25229	12/5/2022	CH DIAGNOSTIC/CONSULTING	WATER QUALITY	\$155.00
25233	12/5/2022	JUSTIN KANE {}	JEANS ALLOWANCE	\$120.00
25251	12/16/2022	WELD COUNTY HEALTH DEPT	WATER QUALITY	\$111.50
BILL PAY	12/5/2022	OFFICE DEPOT CREDIT PLAN	OFFICE SUPPLIES	\$106.63
25230	12/5/2022	CITY FORT COLLINS	WATER QUALITY	\$90.00
25245	12/16/2022	BLAKE LETZRING	JEANS ALLOWANCE	\$90.00
25227	12/5/2022	BLAKE LETZRING	CERTIFICATION RENEWAL REIMBURSE.	\$85.00
25237	12/5/2022	CORKAT DATA SOLUTIONS	COMPUTER EXPENSE	\$70.50
25244	12/6/2022	RYAN HERCO PRODUCTS CORP.	PARTS & HARDWARE	\$18.09
	12/31/2022		Service Charge	\$16.79
25241	12/5/2022	ROCKY MTN ELECTRIC	VOID:	
25242	12/5/2022	RYAN HERCO PRODUCTS CORP.	VOID: 112904	
<u>OPERATIONS TOTAL</u>				<u>\$128,534.93</u>

**CARTER LAKE FILTER PLANT**  
**Check Register**  
**As of December 31, 2022**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
DIRECT DEPOSIT	12/2/2022	DIRECT DEPOSIT	PAYROLL PERIOD 11/18/22-12/1/22	\$23,804.93
DIRECT DEPOSIT	12/16/2022	DIRECT DEPOSIT	PAYROLL PERIOD 12/2/22-12/15/22	\$23,503.27
DIRECT DEPOSIT	12/30/2022	DIRECT DEPOSIT	PAYROLL PERIOD 12/16/22-12/29/22	\$23,797.62
DIRECT DEPOSIT 25252	12/16/2022	LIND, ALBERT L	BOARD MEMBER REIMBURSEMENT	\$148.60
DIRECT DEPOSIT	12/16/2022	STROHAUER, KATIE	BOARD MEMBER REIMBURSEMENT	\$133.60
DIRECT DEPOSIT	12/16/2022	MEINING, T. SCOTT	BOARD MEMBER REIMBURSEMENT	\$129.85
DIRECT DEPOSIT	12/16/2022	BRANDENBURG, STEVEN	BOARD MEMBER REIMBURSEMENT	\$107.35
DIRECT DEPOSIT	12/16/2022	MARTENS, ED	BOARD MEMBER REIMBURSEMENT	\$106.10
DIRECT DEPOSIT	12/16/2022	RYAN HEILAND	BOARD MEMBER REIMBURSEMENT	\$99.85
ACH PAYMENT	12/9/2022	COLORADO PR TAXES	PAYROLL TAXES	\$3,152.00
ACH PAYMENT	12/2/2022	FEDERAL PR TAX	PAYROLL TAXES	\$7,452.60
ACH PAYMENT	12/16/2022	FEDERAL PR TAX	PAYROLL TAXES	\$7,423.08
ACH PAYMENT	12/30/2022	FEDERAL PR TAX	PAYROLL TAXES	\$7,478.64
25234	12/5/2022	LINCOLN NATIONAL LIFE	457 CONTRIBUTION	\$3,422.57
<b><u>PAYROLL TOTAL</u></b>				<b><u>\$100,760.06</u></b>

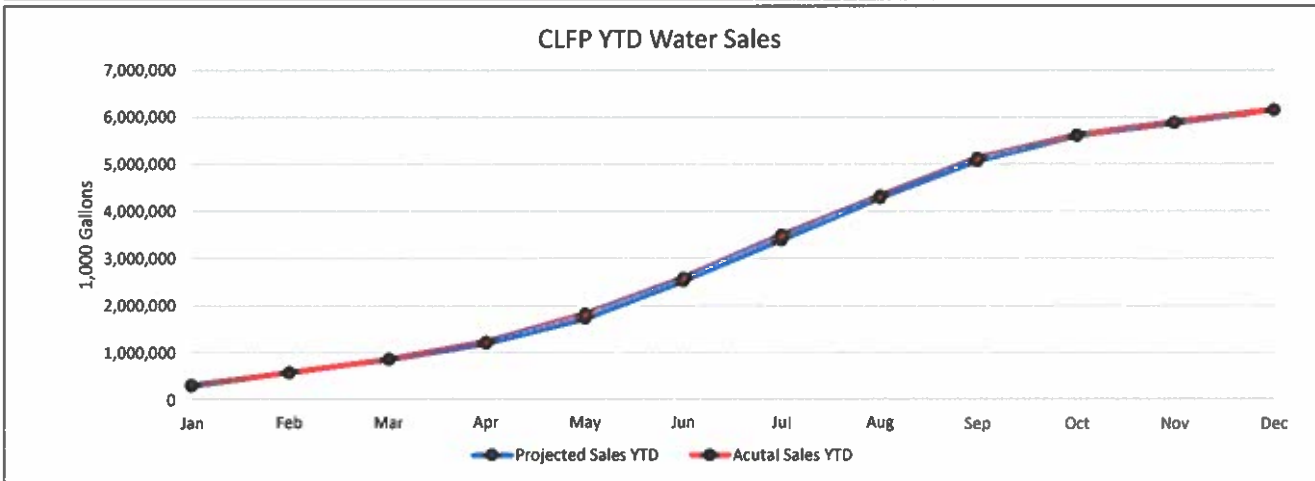
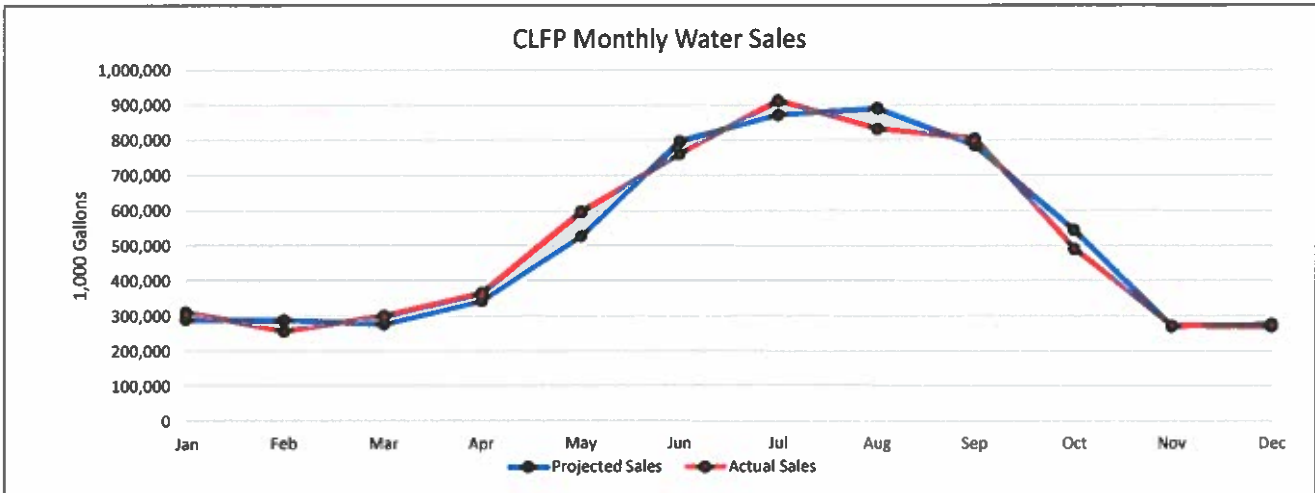
**Carter Lake Filter Plant Operations Fund Summary - 2022**

Month	Water Sales (1,000 Gallons)		Dollars Billed		Expenses		Net Gain / Loss	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Jan	288,014	308,648	\$326,963	\$330,470	\$333,813	\$365,071	(\$6,850)	(\$34,601)
Feb	287,055	255,212	\$265,075	\$265,075	\$295,692	\$256,299	(\$30,617)	\$8,776
Mar	275,810	299,063	\$265,075	\$265,075	\$208,495	\$215,841	\$56,580	\$49,234
Apr	342,274	362,979	\$265,075	\$265,075	\$285,482	\$193,849	(\$20,407)	\$71,226
May	527,192	596,485	\$267,623	\$279,402	\$277,044	\$218,279	(\$9,421)	\$61,124
Jun	797,083	760,059	\$313,504	\$307,210	\$284,670	\$329,064	\$28,834	(\$21,854)
Jul	870,886	911,783	\$326,051	\$333,003	\$295,170	\$318,242	\$30,881	\$14,761
Aug	890,027	830,866	\$287,834	\$267,924	\$320,909	\$328,428	(\$33,075)	(\$60,504)
Sep	784,612	803,199	\$269,914	\$263,221	\$331,409	\$368,253	(\$61,495)	(\$105,032)
Oct	542,442	488,104	\$228,745	\$209,655	\$195,661	\$266,522	\$33,084	(\$56,867)
Nov	267,664	268,831	\$182,033	\$172,378	\$191,230	\$255,348	(\$9,197)	(\$82,970)
Dec	273,407	266,810	\$183,009	\$223,358	\$211,192	\$178,241	(\$28,183)	\$45,117
YTD Total	6,146,465	6,152,039	\$3,180,899	\$3,181,847	\$3,230,767	\$3,293,438	(\$49,868)	(\$111,592)

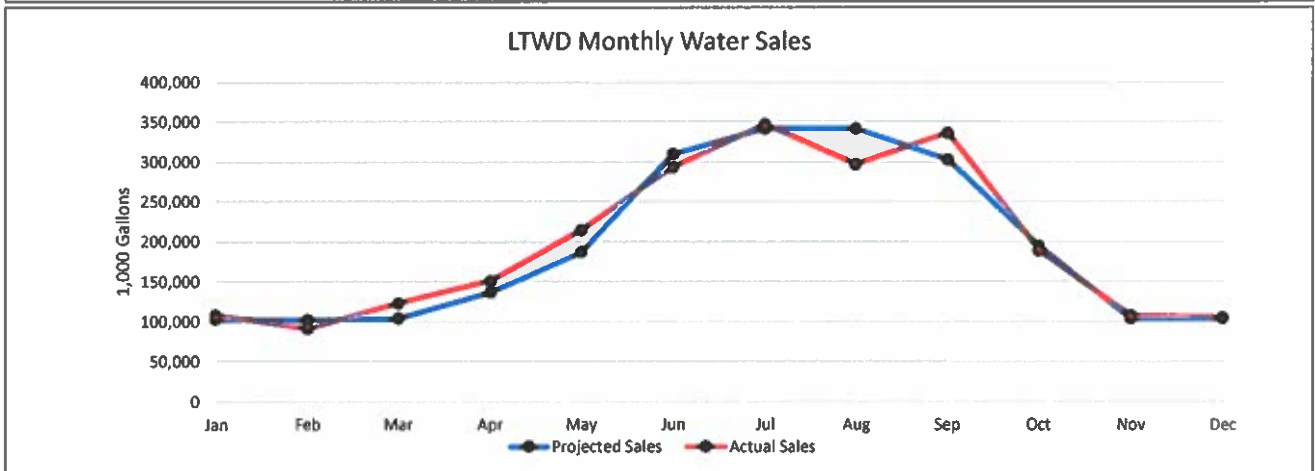
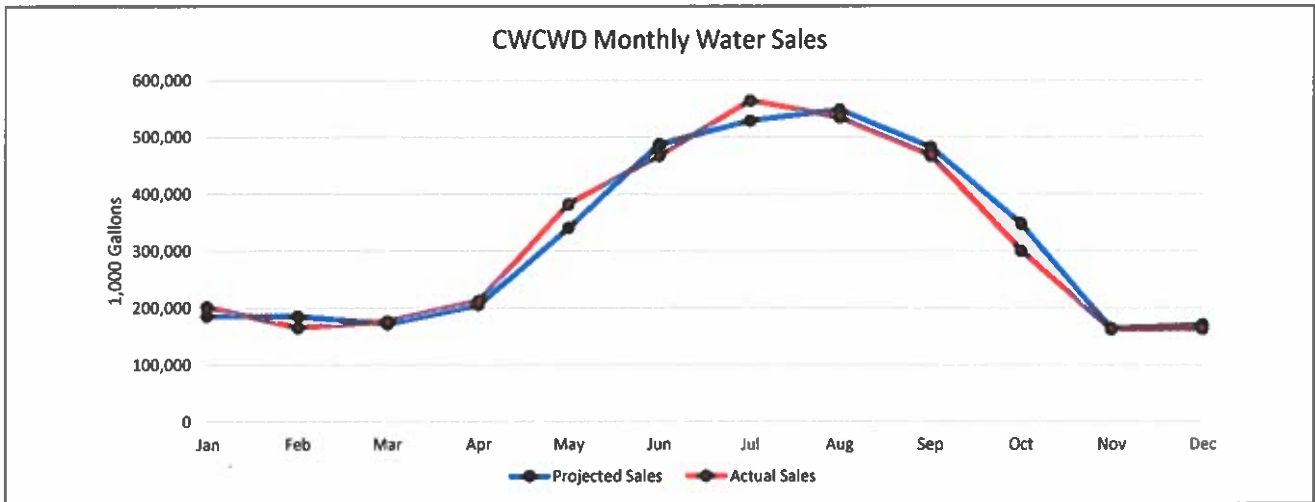
**Carter Lake Filter Plant Actual Usage and Billing - 2022**

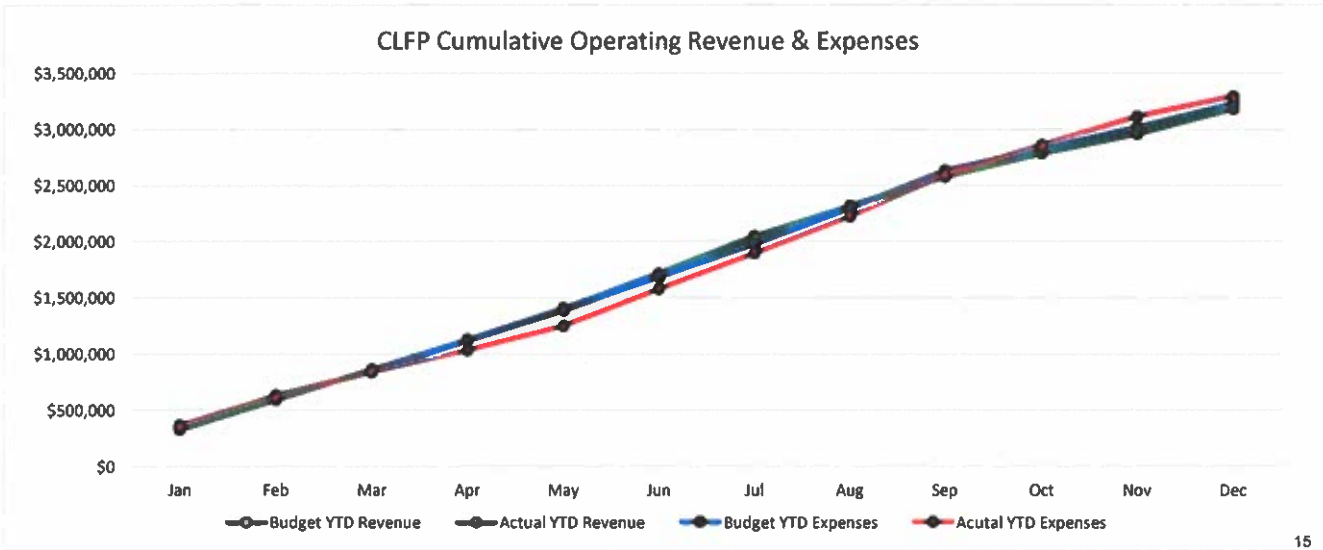
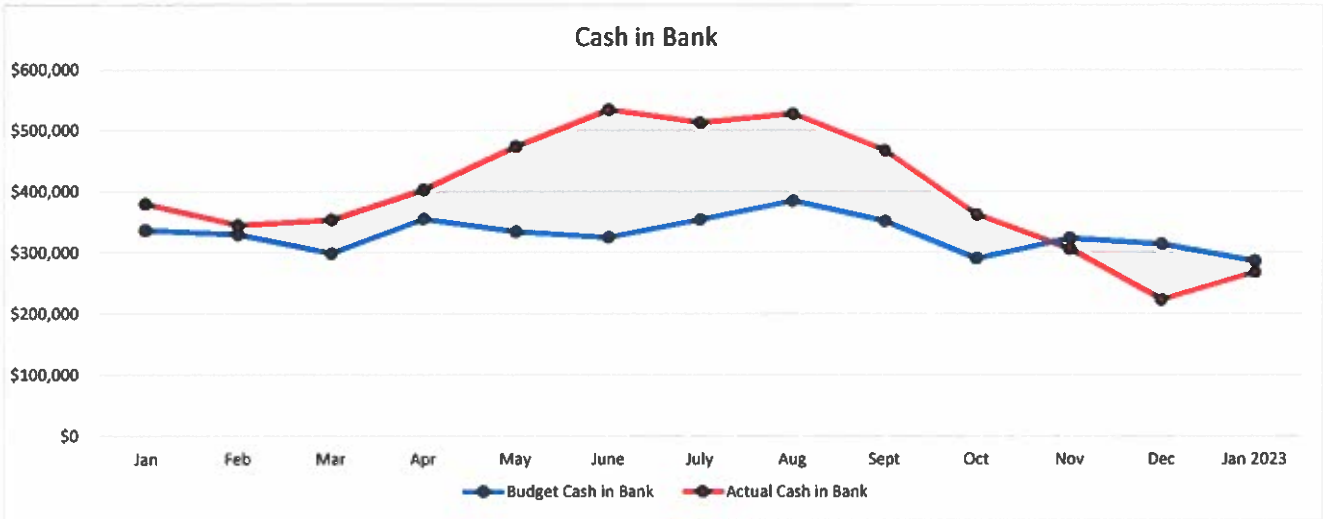
<b>Little Thompson Water District</b>									
Month	Water (1,000 Gallons)					Dollars		Dollars	
	Actual Sales	Actual Sales YTD	Actual Billed	Actual Billed YTD	Actual Credit Bal YTD	Fixed Rate Charges	Variable Rate Charges	Actual Dollars Billed	Actual Dollars Billed YTD
Jan	107,718	107,718	401,836	401,836	294,118	\$89,000.00	\$68,312.09	\$157,312.09	\$157,312.09
Feb	90,855	198,573	194,417	596,252	397,679	\$89,000.00	\$33,050.83	\$122,050.83	\$279,362.92
Mar	122,915	321,488	194,417	790,669	469,181	\$89,000.00	\$33,050.83	\$122,050.83	\$401,413.75
Apr	150,999	472,488	194,417	985,086	512,598	\$89,000.00	\$33,050.83	\$122,050.83	\$523,464.59
May	214,735	687,222	214,735	1,199,820	512,598	\$89,000.00	\$36,504.88	\$125,504.88	\$648,969.47
Jun	293,383	980,605	293,383	1,493,203	512,598	\$89,000.00	\$49,875.07	\$138,875.07	\$787,844.54
Jul	347,389	1,327,994	347,389	1,840,592	512,598	\$89,000.00	\$59,056.18	\$148,056.18	\$935,900.72
Aug	296,619	1,624,613	168,470	2,009,062	384,449	\$89,000.00	\$28,639.84	\$117,639.84	\$1,053,540.56
Sep	336,540	1,961,154	208,391	2,217,453	256,299	\$89,000.00	\$35,426.44	\$124,426.44	\$1,177,967.00
Oct	188,896	2,150,050	60,747	2,278,200	128,150	\$89,000.00	\$10,326.94	\$99,326.94	\$1,277,293.94
Nov	107,532	2,257,583	-20,617	2,257,583	0	\$89,000.00	-\$3,504.91	\$85,495.09	\$1,362,789.03
Dec	104,590	2,362,172	104,590	2,362,172	0	\$89,000.00	\$17,780.22	\$106,780.22	\$1,469,569.25
<b>Total</b>	<b>2,362,172</b>		<b>2,362,172</b>			<b>\$1,068,000.00</b>	<b>\$401,569.25</b>	<b>\$1,469,569.25</b>	

<b>Central Weld County Water District</b>									
Month	Water (1,000 Gallons)					Dollars		Dollars	
	Actual Sales	Actual Sales YTD	Actual Billed	Actual Billed YTD	Actual Credit Bal YTD	Fixed Rate Charges	Variable Rate Charges	Actual Dollars Billed	Actual Dollars Billed YTD
Jan	200,930	200,930	495,047	495,047	294,118	\$89,000.00	\$84,158.07	\$173,158.07	\$173,158.07
Feb	164,357	365,286	317,789	812,836	447,550	\$89,000.00	\$54,024.09	\$143,024.09	\$316,182.16
Mar	176,148	541,434	317,789	1,130,625	589,191	\$89,000.00	\$54,024.09	\$143,024.09	\$459,206.25
Apr	211,980	753,414	317,789	1,448,414	695,000	\$89,000.00	\$54,024.09	\$143,024.09	\$602,230.34
May	381,750	1,135,165	381,750	1,830,164	695,000	\$89,000.00	\$64,897.57	\$153,897.57	\$756,127.91
Jun	466,676	1,601,841	466,676	2,296,840	695,000	\$89,000.00	\$79,334.96	\$168,334.96	\$924,462.87
Jul	564,394	2,166,235	564,394	2,861,234	695,000	\$89,000.00	\$95,946.93	\$184,946.93	\$1,109,409.79
Aug	534,247	2,700,481	360,497	3,221,731	521,250	\$89,000.00	\$61,284.48	\$150,284.48	\$1,259,694.27
Sep	466,659	3,167,140	292,909	3,514,640	347,500	\$89,000.00	\$49,794.48	\$138,794.48	\$1,398,488.76
Oct	299,208	3,466,348	125,458	3,640,098	173,750	\$89,000.00	\$21,327.84	\$110,327.84	\$1,508,816.60
Nov	161,299	3,627,646	-12,451	3,627,646	0	\$89,000.00	-\$2,116.72	\$86,883.28	\$1,595,699.88
Dec	162,220	3,789,867	162,220	3,789,867	0	\$89,000.00	\$27,577.48	\$116,577.48	\$1,712,277.36
<b>Total</b>	<b>3,789,867</b>		<b>3,789,867</b>			<b>\$1,068,000.00</b>	<b>\$644,277.36</b>	<b>\$1,712,277.36</b>	







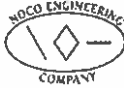


**CARTER LAKE FILTER PLANT**  
**Invoices to Districts**  
**As of December 31, 2022**

<u>Date</u>	<u>Invoice #</u>	<u>District</u>	<u>Memo</u>	<u>Amount</u>	<u>Paid</u>
12/29/2022	1842	LTWD	7MG TANK PROJECT	\$ 146.25	
12/29/2022	1843	CWCWD	7MG TANK PROJECT	\$ 146.25	
12/30/2023	1845	LTWD	DRY CREEK - ELECTRICAL	\$ 1,125.00	
12/30/2022	1846	CWCWD	DRY CREEK - ELECTRICAL	\$ 1,125.00	
12/30/2022	1847	LTWD	PRETREATMENT PAY APP#1	\$ 67,278.47	
12/30/2022	1848	CWCWD	PRETREATMENT PAY APP#1	\$ 67,278.47	
12/30/2022	1849	LTWD	WATER USAGE	\$ 106,780.22	
12/30/2022	1850	CWCWD	WATER USAGE	\$ 116,577.48	
<b>TOTAL DISTRICT INVOICES</b>				<b>\$ 360,457.14</b>	

**\$ 360,457.14**

**TOTAL CURRENT ACCOUNTS RECEIVABLE**



# Memorandum

To: Carter Lake Filter Plant  
From: Josh Cook, P.E.  
Subject: Engineer's Report

Attn: Board of Directors  
Date: January 6, 2023

## Projects:

### Old North Plant

- We met and discussed some different options with Rick and a contractor regarding the modification of turning the Old North Plant into a contact basin.
- Option 1 – Modify piping at the Old North Plant and use is only for Dry Creek for contact basin.
- Option 2 – Modify plant to utilize both the contact basin and the old filters for mixing and contact.
- Option 3 – Remove the existing Old North plant and start from scratch.

We have a contractor working on cost estimate for the different options. Option 1 would be a short term option and the least expensive. Options 2 and 3 are long term options and during the walk through with the contractor it was suggested that Option 3 may less expensive then Option 2. The cost estimates will be complete in February to discuss further.

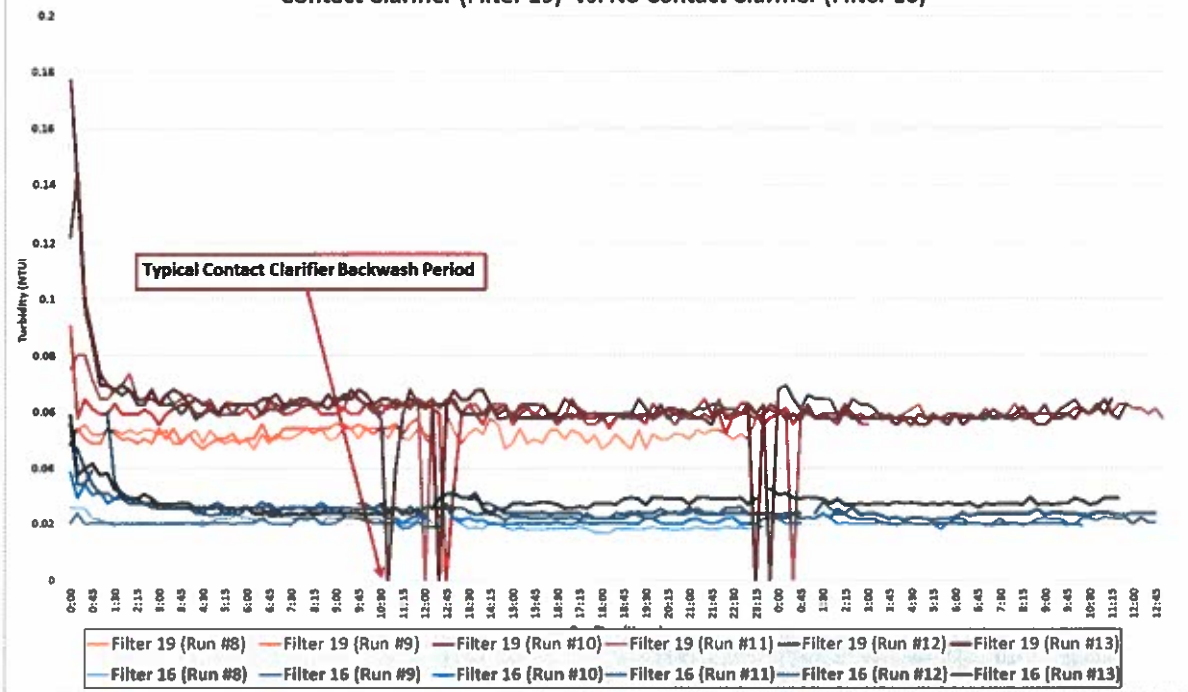
### Pretreatment

- We are working on creating the DAF specification to send out for equipment procurement.
- Created a rough draft of the one-line diagrams.
- Majority of the as-built drawings are complete.
- Rough layout of the future treatment building is complete. Waiting on drafting to complete.
- Rough draft of the hydraulic profile is complete.

### Up-flow Clarifiers

- Rick had a look at removing the up-flow clarifiers at the South Plant prior to the DAF system being in operation. The following graphs shows a comparison of two filters running side by side one without up-flow clarifiers (Filter 16) and one with up-flow clarifiers installed (Filter 19). The graph shows Filter 16 produces water with lower turbidity, and has similar filter run times. The benefits of removing the up-flow clarifiers are the following:
  - Lower energy bills
  - Similar if not slightly higher water quality.
  - Similar in not slightly higher filter runs.
  - Increase production at the South Plant (Filters don't produce water during backwash cycles of the up-flow clarifiers.)
  - Lower recycle rates
  - Water conservation

**Filter Performance Comparison at 1.0 MGD Filter Flow Rate (5/16 - 5/31)  
Contact Clarifier (Filter 19) vs. No Contact Clarifier (Filter 16)**





# **Carter Lake Filter Plant**

## **AGENDA ITEM SUMMARY**

**ITEM NUMBER:** 7

**SUBJECT:** December Operations and Maintenance Report

**STAFF:** Darrell Larson, Plant Superintendent

**ACTION REQUEST:** None, informational item

---

### **Flows**

- Average daily demand for December was 9.1 MGD down from 9.3 MGD in 2021.

### **North Plant**

- A new Atlas Copco compressor is on order. The Ingersoll Rand compressor that needs replaced has 45000 hrs. runtime. Life expectancy is 50000 hrs. The compressor has been in service since 2010. Maintenance costs have risen substantially in the last 5 years for this unit. The air compressors are a vital part of the operation of the North Plant.
- Quotes are being generated for the valve replacement project.

### **South Plant**

- Annual filter inspections are still in progress.

### **Dry Creek**

- We will be running the pumps during the annual canal shutdown the week of January 16<sup>th</sup>. The line will be flushed the week prior to running the pumps.

### **Fluoride Discussion Follow Up**

- Spoke with Tyson Ingels of the CDPHE, he confirmed there is no requirement to feed fluoride in the water. Upon stopping the addition of fluoride, all communities served should be notified. He noted that some people rely on the water for fluoridation, particularly those who may not regularly visit the dentist.

## AGENDA ITEM SUMMARY

**ITEM NUMBER:** 8

**SUBJECT:** December 2022 Water Quality Report

**STAFF:** Justin Kane, Lead Operator and Darrell Larson, Plant Superintendent

**ACTION REQUEST:** None, informational item.

<b>CLFP Finished Water Quality Summary</b>						
All parameters were within acceptable limits						
Test Parameter/Sample Location	Units of Measure	CLFP Goal	Average of Results		Regulated Level (MCL)	# of Samples
			Avg.	Low		
Free Chlorine – Mariana Pumphouse	mg/L	1.2	1.1	1.0	0.2 - 4.0	27
Free Chlorine – 7 MG Tank	mg/L	1.2	1.5	1.2	0.2 - 4.0	31
pH – Mariana Pumphouse	su	7.4	7.6		TT	27
pH – 7 MG Tank	su	7.4	7.6		TT	31
Fluoride – North Plant Clearwell	mg/L	0.8	0		4	27
Fluoride – 7 MG Tank	mg/l	0.8	0		4	31
Orthophosphate – Mariana Pumphouse	mg/L	0.2	0.2		n/a	27
Orthophosphate – 7 MG Tank	mg/L	0.2	0.2		n/a	31
TOC – North Plant CFE	mg/L	< 2.0	1.9		n/a	27
TOC – South Plant Clearwell	mg/L	< 2.0	1.9		n/a	31
Chlorite – North Plant Clearwell	mg/L	< 0.5	0.3		1.0 mg/L	27
Chlorite – 7 MG Tank	mg/L	< 0.5	0.3		1.0 mg/L	31
Chlorine Dioxide – North Plant Clearwell	mg/L	n/a	0.05		0.8 mg/L	27
Chlorine Dioxide – 7 MG Tank	mg/L	n/a	0		0.8 mg/L	31
Combined Temperature	°F	n/a	43		n/a	58

North Plant offline December 1<sup>st</sup> – 4<sup>th</sup>.

End of Report



# **Carter Lake Filter Plant**

## **AGENDA ITEM SUMMARY**

**ITEM NUMBER:** 9

**SUBJECT:** December Manager's Report

**STAFF:** Rick Whittet, Plant Manager

**ACTION REQUEST:** Approve 2023 Property and Liability Insurance Renewal

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**Safety Training** – December's training session concerned the topics Job Stress, Motivation, and Responsibility.

**Operator Certification Testing** – Mat acquired his Class A Water Treatment Certificate on December 30<sup>th</sup>.

**Staff Update** – Lisa had an unexpected illness last week and I am fulfilling her responsibilities in her absence.

**Operator Job Opening** – Have received some interest in the opening over the past month. I will provide an update at the meeting.

**Performance Reviews** – I am working on one performance review in January.

**2022 Audit** – The field work for the audit is scheduled to occur the week of February 6<sup>th</sup>.

**Dry Creek Reservoir Management Plan** – I attended the Kickoff meeting on December 20<sup>th</sup> with Stantec, Stan and Amber. The meeting was to confirm the purpose of the study, concern we have about the reservoir, and a data request. The meeting notes are attached.

**2023 Property & Liability Insurance Renewal** – I have not received any additional proposals for the insurance. I recommend proceeding with the renewal from the Colorado Special Districts Pool. I will dedicate time this year to acquire additional quotations for insurance when there is less of a time constraint.

(over)





# **Carter Lake Filter Plant**

## **Plant Superintendent and Chief Operator Responsibilities**

I have attached the Job Descriptions of the Plant Superintendent and the Chief Operator which are summarized below. The Chief Operator will be trained on all listed responsibilities and job functions. Once the training period is completed to my satisfaction, the Plant Superintendent responsibilities will transition to the Chief Operator and the Plant Superintendent will transition to backup ORC with a focus on the Pre-Treatment Project. I expect this will take up to 1 year.

### **Plant Superintendent Responsibilities:**

- Acts as Operator In Responsible Charge (ORC).
- Supervision of Operations and Maintenance (O&M) employees
  - Maintains work schedules for adequate shift and on-call coverage
  - Supervises all O&M activities to ensure proper operation of the facilities
  - Maintains parts and tool inventories
  - Maintains chemical inventories
  - Maintains fuel and propane inventories
  - Plans and coordinates maintenance projects to keep the Plants in working order
  - Coordinates water quality sampling & testing
  - Schedules and supervises contractors
  - Communicates with O&M employees to inform them of operating conditions and to assign tasks
  - Trains new and existing O&M employees in all aspects of the treatment facilities
- Maintains a safe work environment
- Maintains emergency notification systems
- Submits reports to governmental agencies
- Assists Plant Manager with O&M employee performance reviews
- Assists Plant Manager with hiring of new O&M employees
- Assists Plant Manager in development of Standard Operating Procedures
- Carries out the responsibilities of the Lead Shift Operator in the Operator's absence.
  - Fills in on shift and on-call as needed
- Can act for the Plant Manager in the Manager's absence
  - Backup check signer
- Attends the monthly Board of Directors meetings and prepares reports for the Board under the Manager's supervision

### **Chief Operator Responsibilities:**

- Backup Operator in Responsible Charge (ORC).
- Works with the Plant Superintendent to learn the Plant Superintendent responsibilities and job functions.
- Carries out the responsibilities of the Plant Superintendent in their absence.
- Carries out the responsibilities of the Lead Shift Operator in their absence.
  - Fills in on-shift and on-call as needed.

# Carter Lake Filter Plant

## **Job Description – Plant Superintendent**

Date of Last Revision: December 28, 2017

### **Job Position**

The Plant Superintendent is responsible for the day-to-day operations, maintenance, and water quality of the water treatment plants and all processes and components of the Filter Plant. The Plant Superintendent reports directly to the Plant Manager.

### **Primary Duties and Responsibilities:**

- Responsible for carrying out the mission of the Plant as the Operator in Responsible Charge. Accepts the responsibilities of being the Operator in Responsible Charge (ORC), as established by the EPA and the State Department of Public Health and Environment.
- Direct supervision of shift operators, operators-in-training, maintenance, and temporary employees of the Filter Plant.
- Scheduling of employees, contractors, chemical deliveries, and other activities that are necessary to maintain filter plant operations.
- Maintains a safe working environment for employees.
- Maintains a work schedule for adequate shift coverage and on-call coverage.
- Maintains the emergency notification system of the Plant.
- Ensures quality standards are met.
- Tracks maintenance activities to ensure proper operation of the facilities.

### **Other Responsibilities:**

- Assists management in conducting employee evaluations and reviews.
- Assists management in the selection and hiring of new employees.
- Trains new employees in all aspects of operations and maintenance of the facilities.
- Assists in the development of operating procedures.
- Performs water quality sampling, coordinates with certified laboratories, and submits documentation as required to ensure compliance with regulations.
- Carries out the responsibilities of the Lead Shift Operator in the Operator's absence.
- Fills in, as needed, on shifts, and on call.
- Communicates directly with employees to keep them informed of plant conditions and in assigning tasks.
- Coordinates, plans, and carries out projects to keep the Plants in working operation.
- Acts and makes decisions as necessary to maintain filter plant operations.
- The Plant Superintendent can act for the Plant Manager in the Manager's absence.
- Attends the monthly Board of Director meetings and prepares reports for the Board under the Manager's supervision.

# Carter Lake Filter Plant

## Job Description – Plant Superintendent

### Minimum Qualifications:

Education: High School Diploma or GED required. Bachelor of Arts degree or equivalent professional experience in water treatment plant operations can be substituted, at the discretion of the Plant Manager.

Skills/Abilities: Effective communication skills, including: verbal, written, and typed. Perform mathematical calculations, ability to lead a team of employees and maintain effective working relationships with other personnel, customers, and service providers. Requires the ability to identify and solve problems effectively and efficiently. Ability to use personal computers, ability to use word processing, spreadsheet, and database applications. Ability to analyze data and trends to determine flow and process changes.

Certification: Current Colorado Water Treatment Plant Operators Class A Certificate is required.

Other: Must hold a valid Colorado driver's license. Must be a United States citizen.

### Work Schedule

The Plant Superintendent works five-consecutive, eight-hour shifts. This is a full-time, salary-based position. The Superintendent may be required to work extra hours as operational situations and emergencies dictate.

*This job description is intended to give a broad overview of the job and does not encompass the full responsibilities of the job. This job description replaces all prior job descriptions.*

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Plant Manager: \_\_\_\_\_

# Carter Lake Filter Plant

## Job Description – Chief Operator

Date of Last Revision: January 9, 2023

### Job Position

The Chief Operator is responsible for the day-to-day operations, maintenance, and water quality of the water treatment plants and all processes and components of the Filter Plant. The Chief Operator reports to the Plant Superintendent.

There is a mandatory training period of up to 1 year for the Chief Operator. Once the training period is successfully completed, the Chief Operator's Job Title will change to Plant Superintendent as will the job responsibilities.

### Primary Duties and Responsibilities:

- Responsible for carrying out the mission of the Plant as the Backup Operator in Responsible Charge (ORC). Accepts the responsibilities of ORC, as established by the EPA and the State Department of Public Health and Environment.
  - The Backup ORC can act as ORC in the absence of the Primary ORC. The absence of the Primary ORC is defined as unavailable to respond due to a medical condition or a planned trip out of town.
- The primary function of the Chief Operator during the training period is to learn the responsibilities of the Plant Superintendent and demonstrate the ability to complete the responsibilities listed below.
- Direct supervision of shift operators, operators-in-training, maintenance, and temporary employees of the Filter Plant.
- Scheduling of employees, contractors, chemical deliveries, and other activities that are necessary
- to maintain filter plant operations.
- Maintains a safe working environment for employees.
- Maintains a work schedule for adequate shift coverage and on-call coverage.
- Maintains the emergency notification system of the Plant.
- Ensures quality standards are met.
- Tracks maintenance activities to ensure proper operation of the facilities.

### Other Responsibilities:

- Assists management in conducting employee evaluations and reviews.
- Assists management in the selection and hiring of new employees.
- Trains new and existing employees in all aspects of operations and maintenance of the facilities.
- Assists in the development of operating procedures.
- Performs water quality sampling, coordinates with certified laboratories, and submits documentation as required to ensure compliance with regulations.
- Carries out the responsibilities of the Lead Shift Operator in the Operator's absence.
- Fills in, as needed, on shifts, and on call.
- Communicates directly with employees to keep them informed of plant conditions and in assigning tasks.
- Coordinates, plans, and carries out projects to keep the Plants in working operation.

# Carter Lake Filter Plant

## **Job Description – Chief Operator**

- Acts and makes decisions as necessary to maintain filter plant operations.
- Attends the monthly Board of Director meetings and prepares reports for the Board under the Manager’s supervision.

### **Minimum Qualifications:**

An equivalent combination of experience, training, and education that demonstrates the knowledge, skills, and abilities may be considered.

**Experience:** Five (5) years of experience of the operations and maintenance of a water treatment facility. Two (2) years of experience in a supervisory or lead operator role.

**Education:** High School Diploma or GED required. Bachelor of Arts degree or equivalent professional experience in water treatment plant operations can be substituted, at the discretion of the Plant Manager.

**Knowledge/Skills/Abilities:** Thorough understanding of water treatment facilities and all related processes. Effective communication skills, including verbal, written, and typed. Ability to perform mathematical calculations, ability to lead a team of employees and maintain effective working relationships with other personnel, customers, and service providers. Requires the ability to identify and solve problems independently both effectively and efficiently. Requires the ability to use personal computers, ability to use word processing, spreadsheet, SCADA, and database applications.

**Certification:** Current Colorado Water Treatment Plant Operators Class A Certificate is required or obtained within six (6) months of hire.

**Other:** Must hold a valid Colorado driver’s license. Must be a United States citizen.

### **Work Schedule**

The Chief Operator primarily works five (5) consecutive, eight-hour day shifts, Monday – Friday. This is a full-time, salary-based position. The Operator may be required to fill in on-call and on-shift as required.

Date: \_\_\_\_\_

Applicant/Employee: \_\_\_\_\_

Plant Manager: \_\_\_\_\_

**Dry Creek Reservoir Management Plan Kickoff Meeting**

**Project/File:** Little Thompson Water District Dry Creek Reservoir Management Plan  
181301568

**Date/Time:** December 20, 2022, 1:30 PM

**Location:** Zoom meeting

**Attendees:** LTWD: Amber Kaufmann; CWCWD: Stan Linker; CLFP: Rick Whittet  
Stantec: Lisa Fardal, Thai Phan

**Absentees:** None

**Distribution:** Attendees, Stantec: Blair Greimann, Dendy Lofton

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**Introductions**

Stantec: Lisa Fardal, Project Manager; Thai Phan, Environmental Scientist

Little Thompson Water District, Amber Kaufmann; Central Weld County Water District, Stan Linker; Carter Lake Filter Plant, Rick Whittet

**Discussion Items**

- Summarized project need and desired outcomes: poor water quality in Dry Creek Reservoir recently observed after a long period during which reservoir was not used. Need a plan to manage the reservoir to prevent degradation in the future.
- Reservoir size is about 9,500 ac-ft
- Discussed current data. Requested older data, soils data, algae/turbidity data.
  - Amber sent older WQ data via email to Lisa and Thai
  - No additional soils data available. Smith Geological bore hole logs previously sent is only data District has.
  - Ridge around reservoir gypsum soils
  - Reservoir has algae problem. Seasonal depression in DO.
  - No significant nutrient contributors to reservoir. No significant runoff identified or tested. Closed system. Inflows are small seep within reservoir, annual “top-offs” from Carter Lake (good WQ). Outflows are evaporation. No significant seepage through reservoir dam/bottom.
  - Stagnant water over time likely contributed to algae problem.
  - District also tests for Geosmin and MIB through grab samples in the reservoir.
  - There is WQ testing at the treatment plant
  - There is an old ~2010 study on reservoir water quality that Amber will find and send
- First priority is to address algae/T&O issues
  - Can Copper sulfate be used?
  - Do we need algae samples – species identification?
  - What time of the year is better for water treatment? (Stan Linker)

**Action Items**

- ✓ Amber to send old WQ study - complete
- ✓ Amber to send historical water quality - complete
- ✓ Amber to send all data previously forwarded to Victor - complete
- ✓ Lisa to set up check in meetings
- ✓ Rick to send algae data/turbidity

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

Regards,

**STANTEC CONSULTING SERVICES INC.**



**Lisa Fardal, PE, PMP**  
Senior Project Manager  
Phone: (970) 212-2773  
lisa.fardal@stantec.com

[stantec.com](http://stantec.com)

# CARTER LAKE FILTER PLANT PRETREATMENT UPDATES

**ITEM NO. 6D**

**JANUARY 19, 2023**

## **Background Summary:**

### **Pretreatment**

- We are working on creating the DAF specification to send out for equipment procurement.
- Created a rough draft of the one-line diagrams.
- Majority of the as-built drawings are complete.
- Rough layout of the future treatment building is complete. Waiting on drafting to complete.
- Rough draft of the hydraulic profile is complete.

### **Up-flow Clarifiers**

- Rick had a look at removing the up-flow clarifiers at the South Plant prior to the DAF system being in operation. The following graphs shows a comparison of two filters running side by side one without up-flow clarifiers (Filter 16) and one with up-flow clarifiers installed (Filter 19). The graph shows Filter 16 produces water with lower turbidity, and has similar filter run times. The benefits of removing the up-flow clarifiers are the following:
  - Lower energy bills
  - Similar if not slightly higher water quality.
  - Similar in not slightly higher filter runs.
  - Increase production at the South Plant (Filters don't produce water during backwash cycles of the up-flow clarifiers.)
  - Lower recycle rates
  - Water conservation

**Pre Treatment estimated construction cost = \$33,634,000.**

**All operational costs were calculated at 45 MGD capacity.**

**BOARD ACTION SUGGESTED: As appropriate by Board.**



# TAP FEE AGREEMENTS

## ITEM NO. 7A

**JANUARY 19, 2023**

### Summary:

The following have applied for new meter sets and need Board execution on the Tap Fee Agreement.

	OWNER	TAP SIZE	LOCATION
1	Duab Vue	Budget 5/8"	CR 13/6-8
2	Steven Cox	Budget 5/8"	Lot 5 Thunder Valley
3			
4			
5			
6			
7			
8			
9			
10			
11			

### District taps sold in 2023:

	Qtr	Budget	5/8"	3/4"	1"	1.5"	2"		Qtr	Budget	5/8"	3/4"	1"	1.5"	2"
January	0	1	0	0	0	0	0	July							
February								August							
March								September							
April								October							
May								November							
June								December							
<b>TOTAL</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL</b>							

### The following taps have been purchased in the Towns for 2023:

TOWN TAPS	5/8"	3/4"	1"	1.5"	2"	3"
Dacono						
Firestone						
Frederick						
Kersey						
<b>TOTAL</b>						

**BOARD ACTION SUGGESTED:** Approve Tap Fee Agreements.

## **2023 ELECTION**

### **ITEM NO. 7B (1-3)**

**JANUARY 19, 2023**

T. Scott Meining and Katie Strohauer are eligible for election on May 2, 2023. This will be a 4-year term. An Election Official will need appointed by the Board and a Resolution adopted appointing Designated Election Official (DEO) and Authorizing Designated Election Official to Cancel Election. The Call for Nominations must be published between January 22 – February 16, 2023. The Affidavit of Intent to be a Write-In Candidate must be received by DEO by February 27, 2023. The election may be cancelled February 28, 2023 if there are no more candidates than offices to be filled at the election.

#### **BOARD ACTION:**

- 1) Adopt the Resolution appointing a Designated Election Official and Authorizing Designated Election Official to cancel election.

**RESOLUTION**  
**APPOINTING A DESIGNATED ELECTION OFFICIAL AND**  
**AUTHORIZING DESIGNATED ELECTION OFFICIAL**  
**TO CANCEL ELECTION**

32-1-804(2), 1-13.5-513, 1-11-103(3) C.R.S.

**WHEREAS**, pursuant to 32-1-804(2), C.R.S., the Board of Directors of the Central Weld County Water District, Weld County, Colorado is authorized to designate a Designated Election Official (the "DEO") to exercise the authority of the Board in conducting the election, and

**WHEREAS**, pursuant to 1-13.5-513, C.R.S., the Board can authorize the DEO to cancel the election upon certain conditions;

**NOW THEREFORE**, be it resolved by the Board of Directors of the Central Weld County Water District, Weld County, Colorado that:

1. the Board hereby names [has named] Roxanne Garcia as the DEO for the regular special district election scheduled for the 2nd day of May, 20 23.
2. the Board hereby authorizes and directs the DEO, if the only matter before the electors is the election of persons to office, to cancel said election and declare the candidates elected, if at the close of business on February 28, 2023, the sixty-third day before the election there are not more candidates than offices to be filled, including candidates filing affidavits of intent to run as write-in candidates.
3. the Board further authorizes and directs the DEO to publish and post a Notice of Cancellation of election at 2235 2<sup>nd</sup> Avenue; Greeley, CO; the offices of the DEO, the county clerk and Recorder of each county in which the district is located. The DEO shall also notify the candidates that the election was cancelled and they are elected by acclamation.

4. Pursuant to §1-11-103(3), and §1-13.5-513(1)&(4), if the DEO has cancelled the election, the DEO or district will file this resolution, together with the Notice of Cancellation, with the Division of Local Government.

Adopted and approved this 19 day of January, 2023, by the Board of Directors of the Central Weld County Water District, Weld County, Colorado.

(SEAL)

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James Park, President

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Katie Strohauser, Secretary

**PROCEDURAL INSTRUCTIONS:**

**Combine with Notice of Cancellation, form SD-11, if election is cancelled, and file both with the Division of Local Government**

**A CALL FOR NOMINATIONS  
(NOTICE BY PUBLICATION OF)**

§1-13.5-501, 1-13.5-1102(3), 32-1-905(2), C.R.S.

**TO WHOM IT MAY CONCERN**, and, particularly, to the electors of the CENTRAL WELD COUNTY WATER DISTRICT of WELD County, Colorado.

**NOTICE IS HEREBY GIVEN** that an election will be held on the 2 day of MAY, 2023, between the hours of 7:00 a.m. and 7:00 p.m. At that time, two directors will be elected to serve 4-year terms. Eligible electors of the CENTRAL WELD COUNTY WATER DISTRICT interested in serving on the board of directors may obtain a Self-Nomination and Acceptance form from the District Designated Election Official (DEO):

Roxanne Garcia Designated Election Official

2235 2<sup>nd</sup> Avenue; Greeley, CO 80631

970-352-1284

roxanne@cwccd.com

The Office of the DEO is open on the following days: Monday - Thursday from 8 a.m. to Noon and 1 p.m. to 4:30 p.m. and on Friday from 8 a.m. to Noon and 1 p.m. to 3:00 p.m.

The deadline to submit a Self-Nomination and Acceptance is close of business [3pm] on **February 24, 2023** (not less than 67 days before the election).

**Affidavit of Intent To Be A Write-In-Candidate forms must be submitted to the office of the designated election official by the close of business on Monday, February 27, 2023 (the sixty-fourth day before the election).**

**NOTICE IS FURTHER GIVEN**, an application for an absentee ballot shall be filed with the designated election official no later than the close of business on **Tuesday** preceding the election, **April 25, 2023**.

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Designated Election Official Signature