

**Commission Members Present:** Bill Szmyd, Dan Herlihey (Chairman), Don Cook (Vice Chairman), Gary Hausman, Gene Packer, Randy Lee Williams

**LUC Commission Members Absent:** Craig Bialy, Clinton O'Neill

**Council Liaison Present:** Steve Olson

**Council Liaison Absent:** Andrea Samson

**City Staff Members Present:** Aaron Rodriguez, Adam Bromley, Chad Birgenheier, Donald Cecil, Jim Lees, Melanie Reeves, Nathan Alburn, Kraig Bader, Catharine Kellogg, Tasha Stewart, Todd Hanlin, Ryan Van Pelt, Michelle Erickson, Shaundra Stoevers, John Faulkner, Noah Cecil

**Guest Attendance:** Christopher Say, Cal Gabelman, Pat Wells (Northern Water)

### CALL TO ORDER

**CALL TO ORDER:** Dan Herlihey called the meeting to order at 3:02 PM.

### ADOPTION OF MINUTES

#### Item 2.1: Adoption of Minutes – Dan Herlihey

This item requested a motion to approve the minutes of the September 17, 2025 meeting.

**Recommendation:** Adopt A Motion to Approve of the Loveland Utilities Commission Meeting Minutes from September 17, 2025.

**Motion:** Don Cook made the motion.

**Second:** Randy Williams seconded the motion. The minutes were **approved** with a **6-0 vote**.

### CITIZENS REPORT

#### Item 3.1: Citizens Report

Citizen **Christopher Say** addressed the commission by stating that he previously sat on the Loveland Utilities Commission and has since moved to the Planning Commission. He stated that he is running for the City Council seat in Ward 3.

Citizen **Cal Gabelman** stated that he submitted an Electric Service Worksheet (ESW) with the Utilities department and was frustrated with the slow response from utility staff. We acknowledged his frustration and received his contact information, and the electric utility will follow up with Mr. Gabelman.

### INFORMATIONAL ITEMS

#### Item 4.1: Water Treatment Plant Daily and Monthly Flow Report – Chad Birgenheier

This item provides an update on the Loveland Water Treatment Plant daily and monthly flows for the month of September 2025.

**Recommendation:** Information Item Only. No Action Required.

### REGULAR AGENDA

#### Item 5.1: Loveland Utilities Commission 2026 Work Plan – Melanie Reeves

The commission was invited to participate in two work sessions on August 21, 2025, and September 15, 2025, to discuss and draft the 2026 work plan. This work plan is intended to align with the City of Loveland Strategic Plan. The City Clerk's Office will provide copies of these documents with the City Council and post them to the website for information purposes.

The 2026 Work Plan is a proposed draft prepared by the LUC Chairperson and Vice Chairperson, and the commissioners who participated in the work sessions. This draft is presented for consideration and adoption.

**Discussion:** None.

**Recommendation:** Adopt a motion approving the Loveland Utilities Commission Work Plan for 2026.

**Motion:** Don Cook made the motion.

**Second:** Bill Szmyd seconded the motion. The motion was **approved** with a **6-0 vote**.

#### Item 5.2: Request for Additional Contract Funding with GE Construction, Inc. – Adam Bromley

We are requesting LUC approval for an increase of \$850,000 to the budgeted amount for an Indefinite Delivery Contract with GE Construction to accomplish substructure construction work on maintenance and capital project needs that were not anticipated in the original budget. To date, most of the work under this contract has supported development-driven projects, which can vary from year to year.

**Discussion:**

**Recommendation:** Adopt a Motion Increasing the Indefinite Delivery Contract Value for Construction Services / Substructure Installation with GE Construction in an Amount Not to Exceed \$2,650,000.00 and Authorizing the City Manager to Execute the Contract on Behalf of the City, Following Consultation with the City Attorney, and to Modify the Contract in Form or Substance as Deemed Necessary to Protect the Interests of the City.

**Motion:** Don Cook made the motion.

**Second:** Gary Hausman seconded the motion. The motion was **approved** with a **6-0 vote**.

**Item 5.3: Acceptance of 3.5 Shares of Buckingham Irrigation Company into the Water Bank – Nathan Alburn**

This item is an application to the Loveland Utilities Commission (LUC) for a deposit of three and one-half (3.5) shares of Buckingham Irrigation Company into the City's Water Bank in exchange for credit in the City's water bank, pursuant to section 19.04.017 of the Loveland Municipal Code.

**Discussion:**

**Dan Herlihey** asked how the shares have been used since the time that the land was irrigated was converted to development. **Nathan Alburn** noted that the School District was utilizing these shares for many years – mostly in the Walt Clark middle school area.

**Gene Packer** wanted to know how long it will take to go through the water court process. **Nathan Alburn** stated that the last change case that we submitted was a 9-year process from filing to decree. Gene also wanted to know if we could acquire all the ditch shares. Nathan noted that there is no limitation to the number of ditch shares we can acquire, beyond the shareholders not wanting to sell them to us. Also, some ditches also have Catlin provisions which may limit the use of the shares for municipalities and other providers.

**Gary Hausman** noted that 5 acre-feet per share is pretty good. He wanted to know how many shares of Buckingham we own. We own 133.25 shares out of 200 (66.6%) confirmed by **Ryan Van Pelt**.

**Randy Williams** wanted to know if there was land south of Cattail Pond that is still being irrigated. **Nathan Alburn** showed the map that indicates that area is still being irrigated by Buckingham.

**Recommendation:** Adopt a Motion Finding that the Requirements of City Municipal Code Section 19.04.080 Have Been Met, Finding That it is in the Best Interest to Accept into the City Of Loveland Water Bank the Three and One-Half (3.5) Shares of Buckingham Irrigation Company that Originated from Stock Certificate Numbers 37, 50, and 170, and Accepting Such Shares into the Water Bank with No Temporary or Conditional Reduction in Water Bank Credit and is Hereby Approved.

**Motion:** **Don Cook** made the motion.

**Second:** **Gary Hausman** seconded the motion. The motion was **approved** with a **5\*-0 vote**.

**\*Bill Szmyd abstained from this vote as a user of Buckingham Irrigation water**

**STAFF REPORT****Item 6.1: East 1<sup>st</sup> Street Wastewater Interceptor (W2301H) – Donald Cecil**

The East 1st Street Wastewater Interceptor Project proposes to install a new 36" wastewater interceptor pipe in east Loveland. The new interceptor will provide relief for existing infrastructure and will increase overall capacity needed for anticipated growth.

**Discussion:** **Dan Herlihey** asked a clarifying question on the location of the east side lift station. He also wanted to know how we were doing with redundancy on the east side of the city. **Donald Cecil**

confirmed that we are doing very well on the east side and have revisited our master plan over the years.

**Bill Szmyd** wanted to know what the traffic interruptions would be to do work at this location on 1<sup>st</sup> street. **Donald Cecil** noted that we are working with Public Works for a partial closure of the street, with some limited full closures during construction.

**Gary Hausman** wanted to know if we would need all the lift stations on the east side of the city if we had built the water reclamation facility further east in the city. **Chad Birgenheier** explained that we have multiple lift stations throughout the city to accommodate our needs.

**Sharon Israel** noted that a regional wastewater study could be in the works, and she is interested in learning more since it has been almost 50-years since a regional study was completed. **Donald Cecil** noted that, as a Utility, we presented our work plan to Mark Thomas, Manager of the North Front Range Water Quality Planning Association (NFRWQPA).

**Gene Packer** asked if this Interceptor project was bond funded. **Jim Lees** confirmed that this project was submitted as part of the packet that secured the bond funding.

**Recommendation:** Staff item only. No action required.

#### **Item 6.2: Northern Colorado Alliance – Todd Hanlin and Pat Wells, Northern Water**

The NoCO Alliance is a bimonthly forum for discussing water-related issues in Northern Colorado and is currently comprised of 19 diverse member organizations, including municipalities, water districts, counties, and other special districts. This item is an informational presentation to the LUC regarding the purpose of the Northern Colorado Alliance.

##### **Discussion:**

There were a lot of positive conversations and questions for Pat Wells regarding this topic.

Sharon Israel suggested that at an upcoming meeting we could discuss formally adopting the Northern Colorado Water Principles. The commission supported the idea of bringing this topic back to a future meeting.

**Recommendation:** Staff item only. No action required.

#### **Item 6.3: 2024 Water Loss Audit – Michelle Erickson**

This item reviews the results of the Water Loss Audit of 2024, the progress made to improve the water tracking methods, and the actions taken or identified to better manage or reduce non-revenue water.

**Recommendation:** Staff item only. No action required.

**Item 6.4: Utility Financial Dashboards – Aaron Rodriguez**

Utility Financial Dashboards are submitted for Commission review. For each utility sector, the dashboards provide insightful visuals comparing actual spending against budget allocations. Key metrics such as revenue, expenses, and operational performance metrics are presented dynamically, allowing stakeholders to identify trends and potential areas for optimization.

**Recommendation:** Staff item only. No action required.

**Item 6.5: Financial Report Update – Jim Lees**

This item summarizes the preliminary monthly and year-to-date financials for September 2025.

**Recommendation:** Staff item only. No action required.

**COMMISSION & COUNCIL REPORTS****Item 7.1: Commission and Council Report – Melanie Reeves**

Discuss events that the Loveland Utility Commission Council members attended, special topics and any City Council items related to the Utility from the past month.

- Councilor Steve Olson was elected to City Council on April 11, 2017, to serve a partial term effective until November 2017. He was reelected and served two back-to-back 4-year terms from November 2017 to November 2025 (8.5+ years served). Councilor Olson has been the Loveland Utilities Commission council liaison throughout his tenure with the city. We are grateful for his time, energy, and insight in his role as liaison. His contributions have helped shape important decisions and move our utility forward in meaningful ways. We wish you the best in your retirement and sincerely appreciate your service!
- The Loveland Utilities Commission has elected to participate in Fall Recruitment. We have 1 current opening (voting position) and 2 alternate positions (non-voting positions) available. **Fall Recruitment will run from Monday, October 13<sup>th</sup> through Thursday, November 13<sup>th</sup>.** The online application link can be found here: [City of Loveland : Boards and Commissions Application](#). To view the Board and Commission's Handbook, [please click here](#).

**Commission Reports:**

**Dan Herlihey:** None.

**Gene Packer:** None.

**Bill Szmyd:** None.

**Don Cook:** None.

**Gary Hausman:** Gary gave an update on the Veteran's Memorial Monument; he anticipates that they will break ground in spring 2026.

**Randy Williams:** Randy gave thanks and appreciation to Councilor Olsen for his work on city council!

**Craig Bialy:** N/A

**Clinton O'Neill:** N/A

### **Council Reports:**

**Steve Olson:** Councilor Olson gave thanks for his opportunity to serve on the LUC, particularly learning about water! He mentioned that coming from Minnesota, the “Land of 10,000 Lakes” he didn’t realize the importance of water until he came to Colorado! He shared appreciation for the city staff and thinks they are a tremendous asset.

Councilor Olson gave an update on the closure of the homeless shelter and the special meeting on October 2, 2025. He also noted the change in city council at the upcoming election. He encouraged the commission to give new councilors a lot of education on the utilities in the coming months. He also gave an update on the LURA meeting.

**Andrea Samson:** N/A

## **DIRECTOR’S REPORT**

### **Item 8.1: Director’s Report – Sharon Israel**

1. Please join me in giving a warm welcome to Shaundra Stoeve, who joined our team as Deputy Director of Utilities on October 2, 2025! As part of a reorganization, our Utility Accounting, Utility Solutions + Technology (formerly Utility Application Services), Customer Experience, and Utility Billing teams will be reporting directly to her.

Shaundra has 20 years of experience in public and private sector organizations and holds a bachelor’s degree in business management and a master’s in business administration. She has a strong foundation in collaborative leadership, LEAN and Kaizen process improvement, change management, and public administration. Her expertise spans policy development, compliance oversight, and stakeholder engagement — all of which will be invaluable as we continue to strengthen our operational strategies and prepare for Loveland’s future.

Before joining us, Shaundra served as the Director of Operations at Sun Valley Academy in Phoenix, AZ, where she led initiatives that streamlined processes and improved service delivery across the organization. She recently relocated to Loveland to be closer to family.

2. Last week we celebrated Public Power Week! We had fun celebrations with staff and took a group photo with the drone in addition to recognition through social media.
3. We encourage you to view Loveland’s Latest for October: Five City Updates You Need to Know! This monthly video series highlights five things happening around the city: [Loveland's Latest - October 2025](#)
4. Water Project Updates for September
5. Electric Project Updates for October

6. Water and Electric Meter Sets for September

**ADJOURN:** The meeting was adjourned at **5:56 p.m.**

Respectfully submitted,  
Melanie Reeves  
Recording Secretary  
Loveland Utilities Commission /s/ Dan Herlihey, Chair

