



COLUMBINE LAKE WATER DISTRICT



AGENDA

REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS
HELD AT 1111 GCR 48/GOLF COURSE RD OR **REMOTELY**
COLUMBINE LAKE WATER DISTRICT
MONDAY, APRIL 15, 2024 – 3:00 PM

***Join the meeting from your computer, tablet or smartphone at
<https://global.gotomeeting.com/join/523046045>
or dial in using your phone at 1 (866) 899-4679 Access Code: 523-046-045**

1. Call to Order
2. Introduction of Public present
3. Acceptance of Minutes: March 18, 2024 meeting minutes
4. Matters Before the Board:
 - a. Vacancy of Director Charlene Penson position due to excessive unexcused absences
5. Public Comment:

This time is reserved for members of the public to make a presentation to the Board on items or issues that are not scheduled on the Agenda. Each member will be given three minutes time. The Board will not discuss/debate those items, nor will the Board make any decisions on items presented during this time. Rather, the Board will refer the items to staff for follow-up.
6. Financial Reports:
 - a. Motion to approve the checklist for March 2024
 - b. Motion to approve the financial statements for March 2024
7. Superintendent Report: Water Usage Report for March 2024
8. District Manager Report
 - a. May meeting – Remote ONLY, no in person.

NOTE: AGENDA SUBJECT TO CHANGE
NEXT MEETING DATE: May 20, 2024 – REMOTE ONLY



COLUMBINE LAKE WATER DISTRICT



RECORD OF PROCEEDINGS

REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS COLUMBINE LAKE WATER DISTRICT MONDAY, MARCH 18, 2024 3:00 PM

1. **CALL TO ORDER**

A regular meeting of the Board of Directors of the Columbine Lake Water District was called to order by Vice President Philip Goes at 3:00 p.m. The meeting was held at the Administration Building, 1111 GCR 48, Grand Lake, CO 80447, and also remotely.

Directors Present: Philip Goes – Vice President
Mark Trumbo – Treasurer
Geoff Garner – Director

Staff Present: Katie Nicholls – District Manager
Mike Gibboni – Superintendent

2. **MOTION TO EXCUSE MIKE GOLDEN FROM MEETING**

By **MOTION**, second, and unanimous vote the Board excused President Mike Golden from the meeting.

3. **INTRODUCTION OF PUBLIC PRESENT**

David Wolf, Janna Sampson, and Katie Ellis.

4. **ACCEPTANCE OF MINUTES**

By **MOTION**, second, and unanimous vote the February 12, 2024 meeting minutes were approved as presented.

5. **MATTERS BEFORE THE BOARD**

a. **Ratification of vote on Resolution 2024-2-1; advocating for voter approval**

District Manager Nicholls stated this vote is to ratify the vote made via email at President Golden's request. By **MOTION**, second, and unanimous vote the Board ratified the vote approving Resolution 2024-2-1; a resolution advocating voter approval.

b. **Resolution 2024-3-1; a resolution establishing compensation of election judges**

By **MOTION**, second, and unanimous vote the Board approved Resolution 2024-3-1; a resolution establishing compensation of election judges.

c. **Consideration of Data Sharing Agreement with Grand County for use in the Grand County Wildfire Ready Action Plan (WRAP)**

District Manager Nicholls briefly explained that the county is developing an assessment plan of the susceptibility of county water resources to wildfire and post wildfire hazards. It will streamline interagency communication and potential funding agreements. By **MOTION**, second,

and unanimous vote the Board approved the data sharing agreement with Grand County for use in the Grand County Wildfire Ready Action Plan (WRAP).

6. **PUBLIC COMMENT**

Janna Sampson inquired into why Director Garner changed his mind on Resolution 2024-2-1. Director Garner stated that the outlying questions he had were answered and his concerns alleviated.

Katie Ellis inquired if there was a list of water rights that could be shared with the voters. The Board directed Staff to have the water attorney and/or water engineers create one if one is not available.

7. **FINANCIAL REPORTS**

By **MOTION**, second, and unanimous vote the checklist for February 2024 was approved as presented. By **MOTION**, second, and unanimous vote, the financial documents for February 2024 were approved as presented.

8. **SUPERINTENDENT REPORT**

Superintendent Mike Gibboni presented the water usage report. He stated that the sanitary survey scheduled for last week was postponed due to the weather and is being rescheduled for summer. He also stated that there has been some cloudy water complaints around Alpine Circle, they opened a hydrant to get the system flushed which appears to have helped. He noted that he thinks it occurred due to lack of use in the area and that the issue is not a safety concern. Director Garner inquired about the gas line to the generator. Superintendent Gibboni stated that the line needs to be replaced as it is not fully connected and it is scheduled to occur in May.

9. **DISTRICT MANAGER REPORT**

District Manager Katie Nicholls stated ballots go out today and everyone should have them by the end of the week.

With no further business before the Board the meeting was adjourned at 3:35 p.m.

Katie Nicholls, Recording Secretary

Mark Trumbo, Secretary/Treasurer

32-1-905. Vacancies.

(1) A director's office shall be deemed to be vacant upon the occurrence of any one of the following events prior to the expiration of the term of office:

- (a) If for any reason a properly qualified person is not elected to a director's office by the electors as required at a regular election;
 - (b) If a person who was duly elected or appointed fails, neglects, or refuses to subscribe to an oath of office or to furnish the bond in accordance with the provisions of section 32-1-901;
 - (c) If a person who was duly elected or appointed submits a written resignation to the board;
 - (d) If the person who was duly elected or appointed ceases to be qualified for the office to which he was elected;
 - (e) If a person who was duly elected or appointed is convicted of a felony;
 - (f) If a court of competent jurisdiction voids the election or appointment or removes the person duly elected or appointed for any cause whatsoever, but only after his right to appeal has been waived or otherwise exhausted;
 - (g) If the person who was duly elected or appointed fails to attend three consecutive regular meetings of the board without the board having entered upon its minutes an approval for an additional absence or absences; except that such additional absence or absences shall be excused for temporary mental or physical disability or illness;
 - (h) If the person who was duly elected or appointed dies during his term of office.
- (2) (a) Any vacancy on the board shall be filled by appointment by the remaining director or directors, the appointee to serve until the next regular election, at which time, the vacancy shall be filled by election for any remaining unexpired portion of the term. If, within sixty days of the occurrence of any vacancy, the board fails, neglects, or refuses to appoint a director from the pool of any duly qualified, willing candidates, the board of county commissioners of the county which approved the organizational petition may appoint a director to fill such vacancy. The remaining director or directors shall not lose their authority to make an appointment to fill any vacancy unless and until the board of county commissioners which approved the organizational petition has actually made an appointment to fill that vacancy.
- (b) No board of county commissioners shall make an appointment pursuant to paragraph(a) of this subsection (2) unless it provides thirty days' notice of its intention to make such appointment to the remaining members of the board and the vacancy remains open at the time the board of county commissioners makes its appointment. If the organizational petition was approved by more than one board of county commissioners, then the appointment shall be made by the boards of the county commissioners which approved the petition, sitting jointly. Such an appointment shall be made at an open public meeting.
- (2.5) If there are no duly elected directors and if the failure to appoint a new board will result in the interruption of services that are being provided by the district, then the board of county commissioners of the county or counties which approved the organizational petition may appoint all directors from the pool of duly qualified, willing candidates. The board appointed pursuant to this subsection (2.5) shall call for nominations for a special election within six months after their appointment, which special election is to be held in accordance with section 32-1-305.5 and article 13.5 of

title 1; except that the question of the organization shall not be presented at the election. In the event a district is wholly within the boundaries of a municipality, the governing body of the municipality may appoint directors.

(3) All appointments shall be evidenced by an appropriate entry in the minutes of the meeting, and the board shall cause a notice of appointment to be delivered to the person so appointed. A duplicate of each notice of appointment, together with the mailing address of the person so appointed, shall be forwarded to the division.

**Columbine Lake Water District
Check Detail
March 2024**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH	03/27/2024	XCEL ENERGY		1005A - Operating		-2,999.59
Bill		03/27/2024		5197 - Utilities		-2,999.59	2,999.59
TOTAL						-2,999.59	2,999.59
Bill Pmt -Check	ADJ	03/21/2024	DPC Industries, Inc.		1005A - Operating		-161.72
Bill		01/01/2023		5183 - Water Treatment		-161.72	161.72
TOTAL						-161.72	161.72
Bill Pmt -Check	ADJ	03/21/2024	Flintstone Gravel		1005A - Operating		-915.27
Bill		01/01/2023		5183 - Water Treatment		-915.27	915.27
TOTAL						-915.27	915.27
Bill Pmt -Check	ADJ	03/21/2024	YEADJ		1005A - Operating		-380.52
Bill		01/01/2023		5183 - Water Treatment		-380.52	380.52
TOTAL						-380.52	380.52
Bill Pmt -Check	6314	03/11/2024	GRAN FARNUM PRINTING		1005A - Operating		-2,541.60
Bill		03/11/2024		5042 - Election Expense		-2,541.60	2,541.60
TOTAL						-2,541.60	2,541.60
Bill Pmt -Check	6315	03/11/2024	Three Lakes Water & Sanitation District		1005A - Operating		-6,132.60
Bill		03/11/2024		5072 - Three Lakes Admin Contract		-2,589.00	2,589.00
				5182 - Three Lakes Operation Contract		-3,192.00	3,192.00
				5190 - System Repair & Maintenance		-148.00	148.00
				5075 - Telephone		-98.96	98.96
				5075 - Telephone		-56.72	56.72
				5062 - Printing & Publications		-1.33	1.33
				5062 - Printing & Publications		-5.81	5.81
				5199 - Water Testing		-35.00	35.00
				5060 - Postage/Box Rent		-5.12	5.12
				5056 - Mileage Reimbursement to TLWSD		-0.66	0.66
TOTAL						-6,132.60	6,132.60
Bill Pmt -Check	6317	03/11/2024	MOSES, WITTEMYER, HARRISON & ...		1005A - Operating		-1,930.30
Bill		03/11/2024		5067 - Professional Fees-Legal		-1,930.30	1,930.30
TOTAL						-1,930.30	1,930.30

**Columbine Lake Water District
Check Detail
March 2024**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	6318	03/12/2024	Collins Cole Flynn Winn Ulmer, PLLC		1005A - Operating		-8,470.00
Bill		03/11/2024			5067 · Professional Fees-Legal	-8,470.00	8,470.00
TOTAL						-8,470.00	8,470.00
Bill Pmt -Check	6319	03/12/2024	Mountain Parks Electric		1005A - Operating		-572.08
Bill		03/12/2024			5197 · Utilities	-572.08	572.08
TOTAL						-572.08	572.08
Bill Pmt -Check	6320	03/18/2024	PVS DX, INC		1005A - Operating		-275.02
Bill		03/18/2024			5183 · Water Treatment	-137.51	137.51
					5183 · Water Treatment	-137.51	137.51
TOTAL						-275.02	275.02
Paycheck	6321	03/31/2024	GARNER, GEOFFRY W		1005A - Operating		-277.05
					5037 · Directors Fees and Expenses	-300.00	300.00
					5038 · Social Security Tax	-18.60	18.60
					2100 · Payroll Liabilities	18.60	-18.60
					2100 · Payroll Liabilities	18.60	-18.60
					5039 · Medicare Tax	-4.35	4.35
					2100 · Payroll Liabilities	4.35	-4.35
					2100 · Payroll Liabilities	4.35	-4.35
					6560 · Payroll Expenses	-3.60	3.60
					2100 · Payroll Liabilities	3.60	-3.60
TOTAL						-277.05	277.05
Paycheck	6322	03/31/2024	Goes, Philip M		1005A - Operating		-277.05
					5037 · Directors Fees and Expenses	-300.00	300.00
					5038 · Social Security Tax	-18.60	18.60
					2100 · Payroll Liabilities	18.60	-18.60
					2100 · Payroll Liabilities	18.60	-18.60
					5039 · Medicare Tax	-4.35	4.35
					2100 · Payroll Liabilities	4.35	-4.35
					2100 · Payroll Liabilities	4.35	-4.35
TOTAL						-277.05	277.05

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Columbine Lake Water District
Check Detail
March 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck	6323	03/31/2024	Golden, Mike		1005A - Operating		-184.70
				5037 · Directors Fees and Expenses		-200.00	200.00
				5038 · Social Security Tax		-12.40	12.40
				2100 · Payroll Liabilities		12.40	-12.40
				2100 · Payroll Liabilities		12.40	-12.40
				5039 · Medicare Tax		-2.90	2.90
				2100 · Payroll Liabilities		2.90	-2.90
				2100 · Payroll Liabilities		2.90	-2.90
TOTAL						-184.70	184.70
Paycheck	6324	03/31/2024	TRUMBO, MARCUS G		1005A - Operating		-277.05
				5037 · Directors Fees and Expenses		-300.00	300.00
				5038 · Social Security Tax		-18.60	18.60
				2100 · Payroll Liabilities		18.60	-18.60
				2100 · Payroll Liabilities		18.60	-18.60
				5039 · Medicare Tax		-4.35	4.35
				2100 · Payroll Liabilities		4.35	-4.35
				2100 · Payroll Liabilities		4.35	-4.35
TOTAL						-277.05	277.05
Bill Pmt -Check	6325	03/21/2024	NORTH SHORE WATER DISTRICT		1005A - Operating		0.00
TOTAL						0.00	0.00

Columbine Lake Water District Profit & Loss Budget Performance March 2024

	<u>Mar 24</u>	<u>Jan - Mar 24</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense				
Income				
4005 · Water Use Fees	0.00	270,882.25	98.41%	275,259.00
4006 · Emergency Pool	0.00	23,350.00	98.94%	23,600.00
4007 · Late Payment Penalties	0.00	0.00	0.0%	2,500.00
4010 · Connection Permits/Inspections	0.00	0.00	0.0%	50.00
4020 · Tap Fees	0.00	0.00	0.0%	5,000.00
4300 · Interest Earned	3,797.33	10,957.37	39.59%	27,675.00
4900 · Miscellaneous Revenue	0.00	0.00	0.0%	501.02
Total Income	<u>3,797.33</u>	<u>305,189.62</u>	<u>91.24%</u>	<u>334,585.02</u>
Gross Profit	3,797.33	305,189.62	91.24%	334,585.02
Expense				
5025 · Bank Service Charges	0.00	0.00	0.0%	0.00
5037 · Directors Fees and Expenses	1,100.00	3,092.62	44.18%	7,000.00
5038 · Social Security Tax	68.20	161.20	37.14%	527.00
5039 · Medicare Tax	15.95	37.70	36.96%	123.75
5040 · Dues/Seminars/Schooling	0.00	0.00	0.0%	4,845.00
5042 · Election Expense	2,541.60	3,691.10	92.28%	4,000.00
5047 · Business Insurance	0.00	0.00	0.0%	7,141.00
5055 · Miscellaneous	0.00	0.00	0.0%	6,452.50
5056 · Mileage Reimbursement to TLWSD	0.66	44.46	14.82%	318.34
5060 · Postage/Box Rent	5.12	199.23	36.22%	552.52
5061 · Office Supplies	0.00	0.00	0.0%	300.00
5062 · Printing & Publications	7.14	80.86	16.17%	545.20
5065 · Professional Fees-Audit	0.00	0.00	0.0%	12,635.00
5067 · Professional Fees-Legal	10,400.30	16,712.27	111.42%	17,786.80
5072 · Three Lakes Admin Contract	2,589.00	7,767.00	25.0%	33,541.00
5075 · Telephone	155.68	466.80	22.08%	2,269.56
5085 · CWRPDA LOAN INTEREST EXPENSE	0.00	0.00	0.0%	0.00
5136 · OP-Dues/Training/Publications	0.00	0.00	0.0%	300.00
5138 · Engineering	0.00	0.00	0.0%	3,000.00
5152 · Miscellaneous - Operations	0.00	0.00	0.0%	250.00

Columbine Lake Water District Profit & Loss Budget Performance March 2024

	<u>Mar 24</u>	<u>Jan - Mar 24</u>	<u>% of Budget</u>	<u>Annual Budget</u>
5182 · Three Lakes Operation Contract	3,192.00	9,872.00	22.92%	43,080.00
5183 · Water Treatment	275.02	275.02	9.17%	3,000.00
5190 · System Repair & Maintenance	148.00	148.00	0.37%	40,148.00
5194 · Homeowner's Emergency Pool	0.00	0.00	0.0%	1,000.00
5197 · Utilities	3,571.67	4,756.64	66.29%	7,176.00
5198 · Water Lease	0.00	0.00	0.0%	850.00
5199 · Water Testing	35.00	105.00	2.63%	4,035.00
5250 · Reimbursed Expenses	0.00	0.00	0.0%	0.00
6560 · Payroll Expenses	3.60	3.60		
Total Expense	<u>24,108.94</u>	<u>47,413.50</u>	<u>25.12%</u>	<u>200,876.67</u>
Net Ordinary Income	<u>-20,311.61</u>	<u>257,776.12</u>	<u>176.85%</u>	<u>133,708.35</u>
Net Income	<u><u>-20,311.61</u></u>	<u><u>257,776.12</u></u>	<u><u>176.85%</u></u>	<u><u>133,708.35</u></u>

Columbine Lake Water District Balance Sheet Prev Year Comparison As of March 31, 2024

	Mar 31, 24	Mar 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · ColoTrust Main Account	635,373.25	402,201.47	233,171.78	58.0%
1004 · Petty Cash	100.00	100.00	0.00	0.0%
1005 · United Business Bank Cash				
1005A · Operating	119,464.39	7,263.72	112,200.67	1,544.7%
1005 · United Business Bank Cash - Other	-89,995.47	0.00	-89,995.47	-100.0%
Total 1005 · United Business Bank Cash	29,468.92	7,263.72	22,205.20	305.7%
1007 · United Business Bank- Money Mkt				
1007A · Emergency Pool Fund	80,943.00	90,943.00	-10,000.00	-11.0%
1007 · United Business Bank- Money Mkt - Other	163,074.41	399,997.62	-236,923.21	-59.2%
Total 1007 · United Business Bank- Money Mkt	244,017.41	490,940.62	-246,923.21	-50.3%
Total Checking/Savings	908,959.58	900,505.81	8,453.77	0.9%
Accounts Receivable				
A · Accounts Receivable				
1030 · Accounts Receivable-User Fees	120,394.50	37,320.17	83,074.33	222.6%
1040 · Accounts Receivable-Emerg. Pool	-551.54	-551.54	0.00	0.0%
A · Accounts Receivable - Other	-832.96	-883.24	50.28	5.7%
Total A · Accounts Receivable	119,010.00	35,885.39	83,124.61	231.6%
Total Accounts Receivable	119,010.00	35,885.39	83,124.61	231.6%
Other Current Assets				
1070 · Prepaid Insurance	7,297.00	0.00	7,297.00	100.0%
Total Other Current Assets	7,297.00	0.00	7,297.00	100.0%
Total Current Assets	1,035,266.58	936,391.20	98,875.38	10.6%
Fixed Assets				
1310 · Easements & Rights	4,375.24	4,375.24	0.00	0.0%
1340 · Water System in Service	3,005,924.98	3,005,924.98	0.00	0.0%
1341 · A/D-Water System	-1,863,369.48	-1,773,222.11	-90,147.37	-5.1%
Total Fixed Assets	1,146,930.74	1,237,078.11	-90,147.37	-7.3%
TOTAL ASSETS	2,182,197.32	2,173,469.31	8,728.01	0.4%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				

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Accrual Basis

Columbine Lake Water District
Balance Sheet Prev Year Comparison
As of March 31, 2024

	Mar 31, 24	Mar 31, 23	\$ Change	% Change
2005 · Accounts Payable-Trade	-1,457.51	21,380.06	-22,837.57	-106.8%
Total Accounts Payable	-1,457.51	21,380.06	-22,837.57	-106.8%
Other Current Liabilities				
2100 · Payroll Liabilities	401.40	229.50	171.90	74.9%
Total Other Current Liabilities	401.40	229.50	171.90	74.9%
Total Current Liabilities	-1,056.11	21,609.56	-22,665.67	-104.9%
Long Term Liabilities				
2505 · CWRPDA LOAN PAYABLE	437,346.80	454,185.01	-16,838.21	-3.7%
Total Long Term Liabilities	437,346.80	454,185.01	-16,838.21	-3.7%
Total Liabilities	436,290.69	475,794.57	-39,503.88	-8.3%
Equity				
3112 · Undesignated	778,546.57	718,511.50	60,035.07	8.4%
3113 · Net Investment - Capital Assets	709,583.94	766,221.60	-56,637.66	-7.4%
Net Income	257,776.12	212,941.64	44,834.48	21.1%
Total Equity	1,745,906.63	1,697,674.74	48,231.89	2.8%
TOTAL LIABILITIES & EQUITY	2,182,197.32	2,173,469.31	8,728.01	0.4%

Columbine Lake Water District
Statement of Revenues & Expenses-Cash Basis
March 2024

	<u>Mar 24</u>	<u>Jan - Mar 24</u>
Ordinary Income/Expense		
Income		
4005 · Water Use Fees	54,301.50	156,917.98
4006 · Emergency Pool	4,578.44	13,463.36
4007 · Late Payment Penalties	0.00	30.34
4300 · Interest Earned	3,797.33	10,957.37
Total Income	<u>62,677.27</u>	<u>181,369.05</u>
Gross Profit	62,677.27	181,369.05
Expense		
5037 · Directors Fees and Expenses	1,100.00	3,092.62
5038 · Social Security Tax	68.20	161.20
5039 · Medicare Tax	15.95	37.70
5042 · Election Expense	2,541.60	3,691.10
5056 · Mileage Reimbursement to TLWSD	0.66	44.46
5060 · Postage/Box Rent	5.12	199.23
5062 · Printing & Publications	7.14	80.86
5067 · Professional Fees-Legal	10,400.30	25,032.63
5072 · Three Lakes Admin Contract	2,589.00	7,767.00
5075 · Telephone	155.68	466.80
5182 · Three Lakes Operation Contract	3,192.00	9,872.00
5183 · Water Treatment	1,732.53	1,732.53
5190 · System Repair & Maintenance	148.00	148.00
5197 · Utilities	3,571.67	4,756.64
5199 · Water Testing	35.00	105.00
6560 · Payroll Expenses	3.60	3.60
Total Expense	<u>25,566.45</u>	<u>57,191.37</u>
Net Ordinary Income	<u>37,110.82</u>	<u>124,177.68</u>
Net Income	<u>37,110.82</u>	<u>124,177.68</u>

COLUMBINE WATER DISTRICT

MONTHLY WATER USAGE

MONTH	Current year		Prev. Year	Yearly	Yearly
	TOTAL	Daily Avg.	TOTAL	%+or-	COMPARISON
Apr-23	1,474,650	49,155	1,855,830	-21	-381180
May-23	1,263,591	40,761	1,688,083	-25	-424492
Jun-23	1,369,800	45,660	1,333,650	3	36150
Jul-23	1,815,887	58,577	1,495,134	21	320753
Aug-23	1,226,572	39,566	1,148,829	7	77743
Sep-23	919,941	30,664	1,091,978	-16	-172037
Oct-23	637,391	20,561	981,300	-35	-343909
Nov-23	638,884	21,296	982,902	-35	-344018
Dec-23	994,457	32,079	2,486,186	-60	-1491729
Jan-24	947,846	30,575	2,096,158	-55	-1148312
Feb-24	1,030,385	35,530	2,278,361	-55	-1247976
Mar-24	1,355,289	43,719	1,400,132	-3	-44843
YTD TOTAL	<u>13,674,693</u>		<u>17,438,411</u>	-30	<u>-5,163,850</u>