



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, JULY 17, 2024 – 2:00 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. System Tour for Board of Directors (2:00 PM)
2. Call to Order (No sooner than 2:30 PM)
3. Introduction of Public present
4. Acceptance of Minutes: June 17, 2024 meeting minutes
5. Matters Before the Board:
 - a. Conflict Resolution Team Committee Presentation
6. 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.
7. Financial Reports:
 - a. Motion to approve the checklist for June 2024
 - b. Motion to approve the financial statements for June 2024
8. Superintendent Report: Water Usage Report for June 2024
9. District Manager Report

**NOTE: AGENDA SUBJECT TO CHANGE
NEXT MEETING DATE: August 19th**



COLUMBINE LAKE WATER DISTRICT



RECORD OF PROCEEDINGS

REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS COLUMBINE LAKE WATER DISTRICT MONDAY, JUNE 17, 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 President Mike Golden 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: Mike Golden - President
 Philip Goes – Vice President
 Geoff Garner – Director
 Ken Lund – Director

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

President Golden presented former Secretary/Treasurer Mark Trumbo with a plaque and thanked him for his 12 years of service to the District.

2. **INTRODUCTION OF PUBLIC PRESENT**

Mark Trumbo, Janna Sampson, Katie Ellis, Rebecca Fine, and John Chmil – Lyons Gaddis Attorneys and Counselors.

3. **ACCEPTANCE OF MINUTES**

By **MOTION**, second, and unanimous vote the May 20, 2024 meeting minutes were approved as presented.

4. **MATTERS BEFORE THE BOARD**

a. **Vacancy of Director Mark Trumbo's position – appoint from previous pool or re-post**

President Golden stated that Mark Trumbo has vacated his position and the Board can either appoint from the pool of interested individuals for Charlene's position at the last meeting or they can re-post. He noted that everyone had stated they were still interested in serving on the Board. By **MOTION**, second, and unanimous vote the Board appointed Sharon Illsley to the vacant position.

b. **Election of Officer: Secretary/Treasurer**

Following a brief discussion regarding schedules the board made a **MOTION**, second, and unanimous vote to appoint newly appointed Director Sharon Illsley as Secretary/Treasurer.

c. **Motion to remove Mark Trumbo and Charlene Penson from, and add Ken Lund (and new director if applicable) to checking and money market accounts held at United Business Bank**

Following a brief discussion regarding if Director Garner was ever added to the accounts, by **MOTION**, second, and unanimous vote the Board removed Marcus Trumbo and Charlene Penson from the checking and money market accounts held at United Business Bank, and added Ken Lund, Sharon Illsley and Geoff Garner. Board signatories are as follows: President Mike Golden, Vice President Phil Goes, Secretary/Treasurer Sharon Illsley, Director Ken Lund, and Director Geoff Garner.

d. Consideration of Engagement of John Chmil with Lyons Gaddis Attorneys and Counselors for general counsel legal services

John Chmil with Lyons Gaddis Attorneys and Counselors introduced himself following the Board introducing themselves. He provided a brief outline on his experience with special districts. By **MOTION**, second, and unanimous vote the Board engaged the services of John Chmil with Lyons Gaddis Attorneys and Counselors for general counsel legal services.

5. PUBLIC COMMENT

Rebecca Find thanked everyone for all they do.

6. FINANCIAL REPORTS

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

A question arose to the number of unpaid accounts. 14 accounts are currently unpaid.

7. SUPERINTENDENT REPORT

Superintendent Mike Gibboni presented the water usage report. He stated that Xcel discovered the previous gas line was in fact live and will be refunding the district their \$3,000 installation fee.

8. DISTRICT MANAGER REPORT

District Manager Katie Nicholls stated that she will be walking the Harbison Ditch with the National Park Service, Metro Rec District, and state to include the water commissioner, at NPS's request. She also noted that the IGA with Three Lakes Water and Sanitation District will be updated in the next couple months to account for CPI, which is July's per the agreement, and to add hourly rates for administrative work above and beyond the IGA outlined duties.

Director Lund inquired into the possibility of doing a tour of the District's system. A discussion ensued and the Board agreed to do a tour of the system one hour prior to the next meeting.

President Golden outlined board etiquette expectations with the Board to include being on time, prepared, knowledgeable, and respectful. He also requested they leave Board business off of social media, stated only one board member should speak on behalf of the Board to media and stated you can disagree without being disagreeable. He concluded by stating that he wants to discuss the CRT Committee and its future.

Director Lund inquired into cancelling meetings. A brief discussion ensued regarding required meetings to meet state statutes and trying to cancel meetings when agendas allow it.

Director Garner stated he missed the SDA workshop in Granby, but has arranged to attend the one in Frederick instead. He further stated that the CRT Committee was working on information about the District to include in the HOA newsletter, but President Golden asked to take over. A brief discussion ensued regarding the newsletter.

With no further business before the Board the meeting was adjourned at 3:53 p.m.

Katie Nicholls, Recording Secretary

Sharon Illsley, Secretary/Treasurer

9:03 AM
07/09/24

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	6340	06/12/2024	Collins Cole Flynn Winn Ulmer, PLLC		1005A - Operating		-4,058.00
Bill		06/10/2024		5067 · Professional Fees-Legal		-2,983.00	2,983.00
				5067 · Professional Fees-Legal		-1,075.00	1,075.00
TOTAL						-4,058.00	4,058.00
Bill Pmt -Check	6341	06/12/2024	Colorado Rural Water Association		1005A - Operating		-200.00
Bill		06/12/2024		5138 · Engineering		-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	6342	06/12/2024	MCMAHAN & ASSOCIATES, LLC		1005A - Operating		-9,250.00
Bill		06/12/2024		5065 · Professional Fees-Audit		-9,250.00	9,250.00
TOTAL						-9,250.00	9,250.00
Bill Pmt -Check	6343	06/12/2024	MOSES, WITTEMYER, HARRISON & ...		1005A - Operating		-427.60
Bill		06/10/2024		5067 · Professional Fees-Legal		-427.60	427.60
TOTAL						-427.60	427.60
Bill Pmt -Check	6344	06/12/2024	Mountain Parks Electric		1005A - Operating		-436.87
Bill		06/12/2024		5197 · Utilities		-436.87	436.87
TOTAL						-436.87	436.87
Bill Pmt -Check	6345	06/12/2024	SDA Special District Asso of Colorado		1005A - Operating		-80.00
Bill		06/12/2024		5037 · Directors Fees and Expenses		-40.00	40.00
				5037 · Directors Fees and Expenses		-40.00	40.00
TOTAL						-80.00	80.00
Paycheck	6347	06/30/2024	GARNER, GEOFFRY W		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
				6560 · Payroll Expenses		-1.20	1.20
				2100 · Payroll Liabilities		1.20	-1.20
TOTAL						-184.70	184.70

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck	6348	06/30/2024	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
Paycheck	6349	06/30/2024	Golden, Mike		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
Paycheck	6350	06/30/2024	TRUMBO, MARCUS G		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
Bill Pmt -Check	6351	06/18/2024	Three Lakes Water & Sanitation District		1005A - Operating		-6,319.36
Bill		06/10/2024		5072 · Three Lakes Admin Contract		-2,589.00	2,589.00
				5182 · Three Lakes Operation Contract		-3,192.00	3,192.00
				5182 · Three Lakes Operation Contract		-148.00	148.00
				5075 · Telephone		-98.90	98.90
				5075 · Telephone		-56.72	56.72
				5040 · Dues/Seminars/Schooling		-20.00	20.00
				5190 · System Repair & Maintenance		-60.51	60.51
				5062 · Printing & Publications		-95.87	95.87
				5060 · Postage/Box Rent		-1.92	1.92
				5056 · Mileage Reimbursement to TLWSD		-21.44	21.44
				5199 · Water Testing		-35.00	35.00
TOTAL						-6,319.36	6,319.36

Columbine Lake Water District Profit & Loss Budget Performance June 2024

	<u>Jun 24</u>	<u>Jan - Jun 24</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense				
Income				
4005 · Water Use Fees	0.00	271,009.42	98.46%	275,259.00
4006 · Emergency Pool	0.00	23,400.00	99.15%	23,600.00
4007 · Late Payment Penalties	464.27	5,451.39	218.06%	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	3,978.04	22,642.06	81.81%	27,675.00
4900 · Miscellaneous Revenue	0.00	0.00	0.0%	501.02
Total Income	<u>4,442.31</u>	<u>322,502.87</u>	<u>96.41%</u>	<u>334,585.02</u>
Gross Profit	4,442.31	322,502.87	96.41%	334,585.02
Expense				
5025 · Bank Service Charges	0.00	30.00	100.0%	0.00
5037 · Directors Fees and Expenses	1,080.00	4,253.29	60.76%	7,000.00
5038 · Social Security Tax	62.00	223.20	51.43%	527.00
5039 · Medicare Tax	14.50	52.20	51.18%	123.75
5040 · Dues/Seminars/Schooling	20.00	20.00	0.41%	4,845.00
5042 · Election Expense	0.00	5,056.10	126.4%	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	21.44	128.88	42.96%	318.34
5060 · Postage/Box Rent	1.92	288.83	52.52%	552.52
5061 · Office Supplies	0.00	66.99	22.33%	300.00
5062 · Printing & Publications	95.87	271.29	54.26%	545.20
5065 · Professional Fees-Audit	12,750.00	12,750.00	100.91%	12,635.00
5067 · Professional Fees-Legal	4,485.60	27,169.31	181.13%	17,786.80
5072 · Three Lakes Admin Contract	2,589.00	15,534.00	50.0%	33,541.00
5075 · Telephone	155.62	933.60	44.16%	2,269.56
5085 · CWRPDA LOAN INTEREST EXPENSE	0.00	4,373.47	100.0%	0.00
5136 · OP-Dues/Training/Publications	0.00	0.00	0.0%	300.00
5138 · Engineering	200.00	595.00	19.83%	3,000.00
5152 · Miscellaneous - Operations	0.00	0.00	0.0%	250.00

Columbine Lake Water District Profit & Loss Budget Performance June 2024

	<u>Jun 24</u>	<u>Jan - Jun 24</u>	<u>% of Budget</u>	<u>Annual Budget</u>
5182 · Three Lakes Operation Contract	3,340.00	20,040.00	46.52%	43,080.00
5183 · Water Treatment	275.01	2,290.71	76.36%	3,000.00
5190 · System Repair & Maintenance	60.51	60.51	0.15%	40,148.00
5194 · Homeowner's Emergency Pool	0.00	0.00	0.0%	1,000.00
5197 · Utilities	436.87	6,330.62	88.22%	7,176.00
5198 · Water Lease	0.00	0.00	0.0%	850.00
5199 · Water Testing	35.00	210.00	5.25%	4,035.00
5250 · Reimbursed Expenses	0.00	0.00	0.0%	0.00
6560 · Payroll Expenses	1.20	4.80		
Total Expense	<u>25,624.54</u>	<u>100,682.80</u>	<u>53.34%</u>	<u>200,876.67</u>
Net Ordinary Income	<u>-21,182.23</u>	<u>221,820.07</u>	<u>152.18%</u>	<u>133,708.35</u>
Net Income	<u><u>-21,182.23</u></u>	<u><u>221,820.07</u></u>	<u><u>152.18%</u></u>	<u><u>133,708.35</u></u>

Columbine Lake Water District Balance Sheet Prev Year Comparison As of June 30, 2024

	Jun 30, 24	Jun 30, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · ColoTrust Main Account	643,980.49	609,651.24	34,329.25	5.6%
1004 · Petty Cash	100.00	100.00	0.00	0.0%
1005 · United Business Bank Cash				
1005A · Operating	170,228.76	-1,560.89	171,789.65	11,005.9%
1005 · United Business Bank Cash - Other	-139,985.78	0.00	-139,985.78	-100.0%
Total 1005 · United Business Bank Cash	30,242.98	-1,560.89	31,803.87	2,037.6%
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	216,142.17	195,701.79	20,440.38	10.4%
Total 1007 · United Business Bank- Money Mkt	297,085.17	286,644.79	10,440.38	3.6%
Total Checking/Savings	971,408.64	894,835.14	76,573.50	8.6%
Accounts Receivable				
A · Accounts Recievable				
1030 · Accounts Receivable-User Fees	9,085.16	405.46	8,679.70	2,140.7%
1040 · Accounts Receivable-Emerg. Pool	-551.54	-551.54	0.00	0.0%
A · Accounts Recievable - Other	-1,006.11	-855.21	-150.90	-17.6%
Total A · Accounts Recievable	7,527.51	-1,001.29	8,528.80	851.8%
Total Accounts Receivable	7,527.51	-1,001.29	8,528.80	851.8%
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	986,233.15	893,833.85	92,399.30	10.3%
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	2,133,163.89	2,130,911.96	2,251.93	0.1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				

9:03 AM

07/09/24

Accrual Basis

Columbine Lake Water District
Balance Sheet Prev Year Comparison
As of June 30, 2024

	Jun 30, 24	Jun 30, 23	\$ Change	% Change
2005 · Accounts Payable-Trade	2,317.50	0.00	2,317.50	100.0%
Total Accounts Payable	2,317.50	0.00	2,317.50	100.0%
Other Current Liabilities				
2100 · Payroll Liabilities	555.60	443.70	111.90	25.2%
Total Other Current Liabilities	555.60	443.70	111.90	25.2%
Total Current Liabilities	2,873.10	443.70	2,429.40	547.5%
Long Term Liabilities				
2505 · CWRPDA LOAN PAYABLE	420,340.21	454,185.01	-33,844.80	-7.5%
Total Long Term Liabilities	420,340.21	454,185.01	-33,844.80	-7.5%
Total Liabilities	423,213.31	454,628.71	-31,415.40	-6.9%
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	221,820.07	191,550.15	30,269.92	15.8%
Total Equity	1,709,950.58	1,676,283.25	33,667.33	2.0%
TOTAL LIABILITIES & EQUITY	2,133,163.89	2,130,911.96	2,251.93	0.1%

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

	<u>Jun 24</u>	<u>Jan - Jun 24</u>
Ordinary Income/Expense		
Income		
4005 · Water Use Fees	2,850.48	260,362.94
4006 · Emergency Pool	295.00	22,360.75
4007 · Late Payment Penalties	274.10	3,707.59
4300 · Interest Earned	3,978.04	22,642.06
Total Income	<u>7,397.62</u>	<u>309,073.34</u>
Gross Profit	7,397.62	309,073.34
Expense		
5025 · Bank Service Charges	0.00	30.00
5037 · Directors Fees and Expenses	1,080.00	4,253.29
5038 · Social Security Tax	62.00	223.20
5039 · Medicare Tax	14.50	52.20
5040 · Dues/Seminars/Schooling	20.00	20.00
5042 · Election Expense	0.00	5,056.10
5056 · Mileage Reimbursement to TLWSD	21.44	128.88
5060 · Postage/Box Rent	1.92	281.93
5061 · Office Supplies	0.00	66.99
5062 · Printing & Publications	95.87	271.29
5065 · Professional Fees-Audit	9,250.00	9,250.00
5067 · Professional Fees-Legal	4,485.60	35,489.67
5072 · Three Lakes Admin Contract	2,589.00	15,534.00
5075 · Telephone	155.62	933.60
5085 · CWRPDA LOAN INTEREST EXPENSE	0.00	4,373.47
5138 · Engineering	200.00	595.00
5182 · Three Lakes Operation Contract	3,340.00	20,040.00
5183 · Water Treatment	0.00	3,473.21
5190 · System Repair & Maintenance	60.51	60.51
5197 · Utilities	436.87	6,330.62
5199 · Water Testing	35.00	210.00
6560 · Payroll Expenses	1.20	4.80
Total Expense	<u>21,849.53</u>	<u>106,678.76</u>
Net Ordinary Income	<u>-14,451.91</u>	<u>202,394.58</u>
Net Income	<u><u>-14,451.91</u></u>	<u><u>202,394.58</u></u>

COLUMBINE WATER DISTRICT

MONTHLY WATER USAGE

MONTH	Current year		Prev. Year	Yearly	Yearly
	TOTAL	Daily Avg.	TOTAL	%+or-	COMPARISON
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
Apr-24	1,141,020	38,034	1,474,650	-23	-333630
May-24	778,799	25,122	1,263,591	-38	-484792
Jun-24	1,277,820	42,594	1,369,800	-7	-91980
YTD TOTAL	<u>12,764,291</u>		<u>12,560,848</u>	-42	<u>-5,304,730</u>