



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, SEPTEMBER 16, 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: August 19, 2024 meeting minutes
4. Matters Before the Board:
 - a. Motion to appoint Katie Nicholls as Budget Officer
 - b. Consideration of Engagement of Timothy Day CPA for 2024 annual financials and audit exemption
 - c. Discussion: WaterSMART Grant effort
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 August 2024
 - b. Motion to approve the financial statements for August 2024
7. Superintendent Report: Water Usage Report for August 2024
8. District Manager Report

**NOTE: AGENDA SUBJECT TO CHANGE
NEXT MEETING DATE: October 21st**



COLUMBINE LAKE WATER DISTRICT



RECORD OF PROCEEDINGS

REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS COLUMBINE LAKE WATER DISTRICT MONDAY, AUGUST 21, 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
 Sharon Illsley – Secretary/Treasurer
 Geoff Garner – Director
 Ken Lund – Director

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

2. INTRODUCTION OF PUBLIC PRESENT

Janna Sampson.

3. ACCEPTANCE OF MINUTES

By **MOTION**, second, and unanimous vote the July 15, 2024 meeting minutes were approved as amended.

4. MATTERS BEFORE THE BOARD

a. Resolution 2024-8-1 Opposition of Initiatives 50 & 108

District Manager Nicholls noted that this was a request from the Special District Association. Initiatives 50 & 108 would greatly impact the funding resources available to the District should they pass. A brief discussion ensued regarding the special session called, the initiatives, and impact to the District. By **MOTION**, second, and unanimous vote the Board approved Resolution 2024-8-1; a resolution in opposition of Initiatives 50 & 108.

b. Discussion: Water Service Line Breaks Fund Pool \$10,000 per break payout amount

President Golden stated that the \$10,000 emergency pool payout amount appears to be too low to cover cost associated with service line repairs. District Manager Nicholls provided a brief outline on how the fund works, noting that it is only available when the District digs up what is believed to be a water main leak and it turns out to be a service line. A discussion ensued on the frequency of claims on the pool, 15-year inflation from time pool was initiated, impacts of increasing payout, how often billing will need to occur, and overall benefits of the pool. By **MOTION**, second, and unanimous vote the Board increased the Water Service Line Breaks Fund Pool payouts to \$15,000 and directed Staff to update the Rules and Regulations accordingly.

c. Fourth Addendum to Intergovernmental Agreement with Three Lakes Water and Sanitation District

District Manager Nicholls presented the Fourth Addendum to the Intergovernmental Agreement with Three Lakes Water and Sanitation District. She noted that the new rates reflect the 1.9% July CPI, work tasks were more thoroughly outlined, and administrative fees for work outside the general scope of work has been added. A brief discussion ensued regarding the agreement. By **MOTION**, second, and unanimous vote the Board approved the Fourth Addendum to Intergovernmental Agreement with Three Lakes Water and Sanitation District.

d. Discussion: Possible election and constituent education

President Golden noted that the Three Lakes Water and Sanitation District Board of Directors had stated a desire for their Board to re-do the dissolution election and the Board should discuss the matter. He noted that he believed the regular May election was his preference. A lengthy discussion ensued regarding water rights, voter communication, potential timelines, deadlines, PR firms, and HOA meeting schedules. Following an inquiry from District Manager Nicholls the Board directed Staff to budget for the election in 2025. President Golden asked Board members to get their thoughts to him by end of August

e. Discussion: 2025 rate increase and set public hearing

District Manager Nicholls stated that the Board must decide if they want to increase the rates for 2025 and set a public hearing to do so in accordance with the rate study completed. A brief discussion ensued regarding the 5% rate increase, rate study, and overall costs. By **MOTION**, second, and unanimous vote the Board directed staff to set a public hearing for the October meeting for a 5% increase.

5. PUBLIC COMMENT

Janna Sampson inquired about additional costs from IGA if a large line replacement like Kinnikinnick was needed again. She also noted that the website had incorrect meeting dates on the home page.

6. FINANCIAL REPORTS

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

7. SUPERINTENDENT REPORT

Superintendent Mike Gibboni presented the water usage report. He noted that there was a lightning strike and power surge at the water tower which caused damage to the control panel. Everything was fixed in a timely manner and back running. He also noted that testing for the new lead and copper rules would be occurring soon. A brief discussion ensued regarding lead service lines.

8. DISTRICT MANAGER REPORT

District Manager Katie Nicholls noted she would be starting budgeting soon.

With no further business before the Board the meeting was adjourned at 4:30 p.m.



Timothy Day CPA

Professional Corporation

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tim@timdaycpa.com • 970-531-1231

September 4, 2024

Columbine Lake Water District
PO Box 555
Grand Lake, CO 80447

Dear Board of Directors,

The purpose of this letter is to confirm the accounting services we will perform, and the scope of our engagement. We hope to better meet your expectations of service from our firm by clearly identifying the particular services to be provided and their frequency. This letter will cover our services for the year ended December 31, 2024.

Services to be provided:

- * Preparation of annual compiled financial statements.
- * Preparation of Audit Exemption for the State of Colorado
- * Preparation of W-2s, and related payroll forms.

We will compile the financial statements and issue an accountants' report thereon in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The object of a compilation is to present, in the form of financial statements, information that is the representation of management without undertaking to express any assurance on the financial statements. Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. We are not independent with respect to Columbine Lake Water District.

A compilation differs significantly from a review or an audit of financial statements. A compilation does not contemplate performing inquiry, analytical procedures, or other procedures performed in a review. Additionally, a compilation does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; tests of accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, the examination of source documents (for example, cancelled checks or bank images); or other procedures ordinarily performed in an audit. Therefore, a compilation does not provide a basis for expressing any level of assurance on the financial statements being compiled.

Privacy Policy

CPAs, like all providers of personal financial services, are not required by law to inform their clients of the policies regarding privacy of client information. CPAs have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. Therefore, we have always protected your right to privacy.

We collect nonpublic personal information about you that is provided to us by you or obtained by us with your authorization. For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures include, for instance, providing information to our employees, and in limited situations, to unrelated third parties who need to know that information to

assist us in providing services to you. In all such situations, we stress the confidential nature of information being shared.

Electronic Communication

In the interest of facilitating our services to you, we may communicate by facsimile transmission or send electronic mail over the internet. Such communications may include information that is confidential to you. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent, and you consent to our use of these electronic devices.

Client Responsibilities

You are responsible for:

- a) The preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- b) Designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.
- c) Preventing and detecting fraud.
- d) Identifying and ensuring that the district complies with the laws and regulations applicable to its activities.
- e) Making all financial records and related information available to us and for the accuracy and completeness of that information.

You are also responsible for all management decisions and functions, which include but are not limited to; adequate insurance coverage, calculation of amounts for employee payroll deductions for health insurance and, administration of pension eligibility, and verification of accounts payable amounts, and will designate an individual with suitable skill, knowledge, or experience to oversee any services we provide. You are responsible for evaluating the adequacy and results of and accept responsibility for such services. We will not audit or otherwise verify the data you submit, although we may ask for some clarification. This engagement is limited solely to bookkeeping services as listed above. Other accounting services (including tax services) are available for additional charges covered in a separate engagement letter.

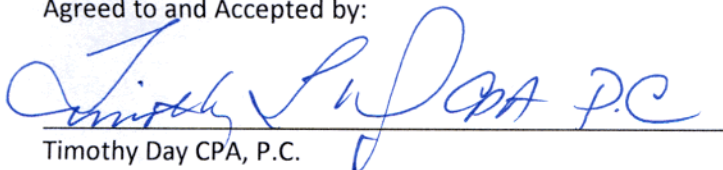
None of the services can be relied on to detect errors, fraud, or illegal acts that may exist. However, we will inform the appropriate level of management of any material errors that come to our attention and any fraud or illegal acts that come to our attention, unless they are clearly inconsequential. In addition, we have no responsibility to identify and communicate significant deficiencies or material weaknesses in your internal control as part of this engagement. We have marked the frequency of the services that we expect to provide. We have no responsibility to identify and communicate deficiencies in your internal control as part of the engagement. Please review the information above and make any changes necessary.

Fees

We estimate our Fees for these services to be \$3,000 for the Compiled Financial Statement/Audit Exemption Application and \$200 for preparation of payroll reports and W-2s. If significant additional time is necessary, we will inform of the reasons and get your approval before we exceed this estimate.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Agreed to and Accepted by:


Timothy Day CPA, P.C.



Columbine Lake Water District

2:06 PM
09/09/24

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH	08/21/2024	Colorado Mountain News Media		1005A - Operating		-43.56
Bill		08/21/2024		5062 · Printing & Publications		-43.56	43.56
TOTAL						-43.56	43.56
Bill Pmt -Check	6358	08/07/2024	Mountain Parks Electric		1005A - Operating		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	6359	08/19/2024	Mountain Parks Electric		1005A - Operating		-511.75
Bill		07/29/2024		5197 · Utilities		-511.75	511.75
TOTAL						-511.75	511.75
Bill Pmt -Check	6360	08/19/2024	PVS DX, INC		1005A - Operating		-275.01
Bill		08/19/2024		5183 · Water Treatment		-275.01	275.01
TOTAL						-275.01	275.01
Bill Pmt -Check	6361	08/19/2024	SDA Special District Asso of Colorado		1005A - Operating		-415.00
Bill		08/19/2024		5037 · Directors Fees and Expenses		-415.00	415.00
TOTAL						-415.00	415.00
Bill Pmt -Check	6362	08/19/2024	Three Lakes Water & Sanitation District		1005A - Operating		-6,195.56
Bill		08/19/2024		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
				5199 · Water Testing		-35.00	35.00
				5062 · Printing & Publications		-3.49	3.49
				5062 · Printing & Publications		-12.30	12.30
				5060 · Postage/Box Rent		-11.73	11.73
				5056 · Mileage Reimbursement to TLWSD		-48.42	48.42
				5075 · Telephone		-98.90	98.90
				5075 · Telephone		-56.72	56.72
TOTAL						-6,195.56	6,195.56
Bill Pmt -Check	6363	08/19/2024	Browns Hill Engineering & Controls, L...		1005A - Operating		-3,852.55
Bill		08/19/2024		5190 · System Repair & Maintenance		-3,852.55	3,852.55
TOTAL						-3,852.55	3,852.55

Columbine Lake Water District Profit & Loss Budget Performance August 2024

	<u>Aug 24</u>	<u>Jan - Aug 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	281.74	6,107.44	244.3%	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	4,171.88	30,976.97	111.93%	27,675.00
4900 · Miscellaneous Revenue	0.00	0.00	0.0%	501.02
Total Income	<u>4,453.62</u>	<u>331,493.83</u>	<u>99.1%</u>	<u>334,585.02</u>
Gross Profit	4,453.62	331,493.83	99.1%	334,585.02
Expense				
5025 · Bank Service Charges	0.00	30.00	100.0%	0.00
5037 · Directors Fees and Expenses	415.00	4,668.29	66.69%	7,000.00
5038 · Social Security Tax	0.00	223.20	51.43%	527.00
5039 · Medicare Tax	0.00	52.20	51.18%	123.75
5040 · Dues/Seminars/Schooling	0.00	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 TLW SD	48.42	196.95	65.65%	318.34
5060 · Postage/Box Rent	11.73	320.40	58.26%	552.52
5061 · Office Supplies	0.00	66.99	22.33%	300.00
5062 · Printing & Publications	59.35	383.50	76.7%	545.20
5065 · Professional Fees-Audit	0.00	12,750.00	100.91%	12,635.00
5067 · Professional Fees-Legal	0.00	27,933.71	186.23%	17,786.80
5072 · Three Lakes Admin Contract	2,589.00	20,712.00	66.67%	33,541.00
5075 · Telephone	155.62	1,399.72	66.21%	2,269.56
5085 · CW RPDA LOAN INTEREST EXPENSE	0.00	4,373.47	100.0%	0.00
5136 · OP-Dues/Training/Publications	113.00	113.00	37.67%	300.00
5138 · Engineering	0.00	595.00	19.83%	3,000.00
5152 · Miscellaneous - Operations	0.00	0.00	0.0%	250.00
5182 · Three Lakes Operation Contract	3,192.00	26,572.00	61.68%	43,080.00

Columbine Lake Water District Profit & Loss Budget Performance August 2024

	<u>Aug 24</u>	<u>Jan - Aug 24</u>	<u>% of Budget</u>	<u>Annual Budget</u>
5183 · Water Treatment	275.01	2,565.72	85.52%	3,000.00
5190 · System Repair & Maintenance	4,000.55	4,061.06	10.15%	40,148.00
5194 · Homeowner's Emergency Pool	0.00	0.00	0.0%	1,000.00
5197 · Utilities	0.00	4,286.57	59.74%	7,176.00
5198 · Water Lease	0.00	0.00	0.0%	850.00
5199 · Water Testing	35.00	280.00	7.0%	4,035.00
5250 · Reimbursed Expenses	0.00	0.00	0.0%	0.00
6560 · Payroll Expenses	0.00	4.80		
Total Expense	<u>10,894.68</u>	<u>116,664.68</u>	<u>61.81%</u>	<u>200,876.67</u>
Net Ordinary Income	<u>-6,441.06</u>	<u>214,829.15</u>	<u>147.39%</u>	<u>133,708.35</u>
Net Income	<u><u>-6,441.06</u></u>	<u><u>214,829.15</u></u>	<u><u>147.39%</u></u>	<u><u>133,708.35</u></u>

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

	Aug 31, 24	Aug 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · ColoTrust Main Account	649,912.51	615,234.99	34,677.52	5.6%
1004 · Petty Cash	100.00	100.00	0.00	0.0%
1005 · United Business Bank Cash				
1005A · Operating	153,848.26	-1,487.14	155,335.40	10,445.2%
1005 · United Business Bank Cash - Other	-139,982.86	0.00	-139,982.86	-100.0%
Total 1005 · United Business Bank Cash	13,865.40	-1,487.14	15,352.54	1,032.4%
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	218,542.14	173,585.97	44,956.17	25.9%
Total 1007 · United Business Bank- Money Mkt	299,485.14	264,528.97	34,956.17	13.2%
Total Checking/Savings	963,363.05	878,376.82	84,986.23	9.7%
Accounts Receivable				
A · Accounts Recievable				
1030 · Accounts Receivable-User Fees	5,626.27	-2,351.33	7,977.60	339.3%
1040 · Accounts Receivable-Emerg. Pool	-551.54	-551.54	0.00	0.0%
A · Accounts Recievable - Other	-1,006.11	-832.96	-173.15	-20.8%
Total A · Accounts Recievable	4,068.62	-3,735.83	7,804.45	208.9%
Total Accounts Receivable	4,068.62	-3,735.83	7,804.45	208.9%
Other Current Assets				
1070 · Prepaid Insurance	7,297.00	0.00	7,297.00	100.0%
1499 · Funds / Deposited	851.55	0.00	851.55	100.0%
Total Other Current Assets	8,148.55	0.00	8,148.55	100.0%
Total Current Assets	975,580.22	874,640.99	100,939.23	11.5%
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	2,122,510.96	2,111,719.10	10,791.86	0.5%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				

2:11 PM

09/09/24

Accrual Basis

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

	Aug 31, 24	Aug 31, 23	\$ Change	% Change
2005 · Accounts Payable-Trade	-1,344.51	-262.50	-1,082.01	-412.2%
Total Accounts Payable	-1,344.51	-262.50	-1,082.01	-412.2%
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	-788.91	181.20	-970.11	-535.4%
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	419,551.30	454,366.21	-34,814.91	-7.7%
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	214,829.15	172,619.79	42,209.36	24.5%
Total Equity	1,702,959.66	1,657,352.89	45,606.77	2.8%
TOTAL LIABILITIES & EQUITY	2,122,510.96	2,111,719.10	10,791.86	0.5%

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

	<u>Aug 24</u>	<u>Jan - Aug 24</u>
Ordinary Income/Expense		
Income		
4005 · Water Use Fees	2,534.37	263,459.90
4006 · Emergency Pool	159.10	22,569.85
4007 · Late Payment Penalties	677.80	4,507.91
4300 · Interest Earned	4,171.88	30,976.97
Total Income	<u>7,543.15</u>	<u>321,514.63</u>
Gross Profit	7,543.15	321,514.63
Expense		
5025 · Bank Service Charges	0.00	30.00
5037 · Directors Fees and Expenses	415.00	4,668.29
5038 · Social Security Tax	0.00	223.20
5039 · Medicare Tax	0.00	52.20
5040 · Dues/Seminars/Schooling	0.00	20.00
5042 · Election Expense	0.00	5,056.10
5056 · Mileage Reimbursement to TLWSD	48.42	196.95
5060 · Postage/Box Rent	3.17	304.94
5061 · Office Supplies	0.00	66.99
5062 · Printing & Publications	59.35	383.50
5065 · Professional Fees-Audit	0.00	12,750.00
5067 · Professional Fees-Legal	0.00	36,254.07
5072 · Three Lakes Admin Contract	2,589.00	20,712.00
5075 · Telephone	155.62	1,399.72
5085 · CWRPDA LOAN INTEREST EXPENSE	0.00	4,373.47
5138 · Engineering	0.00	595.00
5182 · Three Lakes Operation Contract	3,192.00	26,572.00
5183 · Water Treatment	275.01	4,023.23
5190 · System Repair & Maintenance	4,000.55	4,061.06
5197 · Utilities	511.75	4,286.57
5199 · Water Testing	35.00	280.00
6560 · Payroll Expenses	0.00	4.80
Total Expense	<u>11,284.87</u>	<u>126,314.09</u>
Net Ordinary Income	<u>-3,741.72</u>	<u>195,200.54</u>
Net Income	<u><u>-3,741.72</u></u>	<u><u>195,200.54</u></u>

COLUMBINE WATER DISTRICT

MONTHLY WATER USAGE

MONTH	Current year		Prev. Year	Yearly	Yearly
	TOTAL	Daily Avg.	TOTAL	%+or-	COMPARISON
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
Jul-24	1,765,388	56,948	1,815,887	-3	-50499
Aug-24	1,217,742	39,282	1,226,572	-1	-8830
YTD TOTAL	<u>12,704,962</u>		<u>18,467,517</u>	-31	<u>-5,762,555</u>