



# GREEN MOUNTAIN WATER & SANITATION DISTRICT

**Board of Directors Regular Meeting  
January 09, 2024**

13919 W Utah Avenue  
Lakewood, CO 80228  
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## NOTICE OF REGULAR MEETING

### GREEN MOUNTAIN WATER AND SANITATION DISTRICT

January 9, 2024.

NOTICE IS HEREBY GIVEN that the Board of Directors of the GREEN MOUNTAIN WATER AND SANITATION DISTRICT, of the County of Jefferson, State of Colorado, will hold a regular meeting at 6:00 p.m., Tuesday January 9, 2024, at 13919 W. Utah Ave., Lakewood, Colorado 80228. This meeting will be held for the purpose of conducting such business as may come before the Board. This meeting is open to the public.

**VIRTUAL MEETING OPTION:** For those who may not be able to attend in person, the District will offer the option of participating in this meeting by a video/conference call. To attend, please go to:

<https://us06web.zoom.us/j/89533225776>

Or call [+1 669 900 6833](tel:+16699006833) and enter the **Meeting ID: 895 3322 5776**

To troubleshoot issues with connection at the time of the meeting, please follow this link <https://support.zoom.us/hc/en-us/sections/200305593-Troubleshooting>

If you still experience issues, email [customerservice@greenmountainwater.org](mailto:customerservice@greenmountainwater.org) and our IT (Information Technology) staff will assist you as soon as possible.

The District does not discriminate on the basis of race, age, national origin, color, creed, religion, sex, sexual orientation, or disability in the provision of services. People with disabilities needing reasonable accommodation to attend or participate in a District Board meeting can call (303) 985-1581 or email [customerservice@greenmountainwater.org](mailto:customerservice@greenmountainwater.org) for assistance. Please give notice as far in advance as possible so we can accommodate your request.

#### **Board Members**

**Karen Morgan** - President May 2027

**David Garner** - Vice President May 2025

**Todd Hooks** - Treasure May 2027

**David Wiechman** - Secretary May 2025

**Roger J. Wendell** - May 2025

1. **Call to Order/Declaration of Quorum**
2. **Directors' Matters: Disclosure Matters**
3. **Approval of/ Additions to/Deletions from the Agenda**
4. **Public Comment (limit 5 minutes per person)**

Per passed Motion of the GMWSD Board of Directors, May 11, 2021: Members of the public wishing to address the board during the public comment period are asked to keep the comments civil and related to the items in the agenda, or to the conduct of the district business. Members of the public wishing to address the Board will be recognized by the board to maintain proper decorum.

Since the Green Mountain Water and Sanitation District board values your input, we always offer additional opportunities for the public to provide comments by using the district's email system or by phoning into customer service in the event they do not get on during the meeting during the period set aside for the public comment.

5. **Approval of Minutes**
  - a. December 5<sup>th</sup> Special Meeting Minutes [pg 4](#)
  - b. December 12<sup>th</sup> Regular Meeting Minutes [pg 7](#)
  
6. **Financial Matters (Doug Pavlich) [pg 12](#)**
  - a. December/January 2023/2024 Daily/Monthly Operating Expenses & Capital Expenditures [pg 13](#)
  - b. December 2023 Unaudited Financial & Investment Report [pg 19](#)
  - c. 2023 Audit Engagement Letter [pg 33](#)
  
7. **District Reports [pg 38](#)**
  - a. Maintenance Report
  - b. District Engineering Report
    - i. Development Review
    - ii. Infrastructure Replacement Projects
    - iii. Consultant Engineering update
    - iv. Federal Center
  
8. **Director's Matters**
  
9. **Legal Matters (Dylan Woods, Title 32 Attorney for the District)**
  - a. Consider and Adopt 2024 Annual Resolution [pg 44](#)
  - b. Consideration of Solterra Offer Letter
  
10. **Executive Session** Executive Session pursuant to §24-6-402(4)(b) and/or §24-6-402(4)(e), C.R.S. for the purpose of receiving legal advice regarding:
  
11. **Legal Matters – Any actions resulting from executive session**
  
12. **New Business**
  
13. **Adjourn**

**BY ORDER OF THE BOARD OF DIRECTORS:  
GREEN MOUNTAIN WATER AND SANITATION DISTRICT**

MINUTES OF THE SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF  
GREEN MOUNTAIN WATER AND SANITATION DISTRICT

December 5, 2023

A Special Meeting of the Board of Directors (the “Board”) of the Green Mountain Water and Sanitation District, (the “District”) was held at 6:00 p.m. on Tuesday, December 5, 2023.

The audio recording of this meeting is available on the District’s website.

<p><b>Attendance:</b></p>	<p>A Special Meeting of the District was scheduled in compliance with the laws of the State of Colorado, with the following Directors in attendance:</p> <p>Karen Morgan, President David Garner, Vice President Todd Hooks, Treasurer Dave Wiechman, Secretary Roger Wendell, Director</p> <p>Not present, and unexcused:</p> <p>Also present were: Jesse Davenport, GMWSD Josh Stanley, GMWSD Doug Pavlich, GMWSD Dylan Woods, District Legal Counsel</p> <p>Tyler Bell, IT consultant Anastasia Urban, Solterra LLC Joan Poston Ludmila</p>
<p><b>Call to Order / Declaration of Quorum (0:00)</b></p>	<p>Director Morgan, noting the presence of a quorum of all Directors, called to order the Regular Meeting of the Board of the Green Mountain Water and Sanitation District at 6:00 p.m.</p>
<p><b>Directors &amp; Disclosure Matters (0:22)</b></p>	<p>None.</p>
<p><b>Public Comment (0:33)</b></p>	<p>Joan Poston commented that she has been working on receiving FOIA request information from the national archive on the</p>

	<p>background of some vacant land regarding alleged contamination. The information has not been received to date due to staff turnover. Documents are expected to arrive via mail soon and may be of interest to the District. (0:33)</p> <p>Anastasia Urban, Solterra LLC provided an update to the Board on the status of construction. A request was submitted for the District to approve installation of the remaining 87 taps in the project. (9:06)</p> <p>Ludmila commented regarding the prior board meeting, resident preferences and the ravine agreement. (10:02)</p>
<p><b>Executive Session pursuant to §24-6-402(4)(d) C.R.S. for the purpose of receiving legal advice regarding:</b></p> <p>IT security policies</p> <p>(15:13)</p>	<p>Mr. Davenport clarified that the item for executive session discussion includes a review of the information technology security policies that have been developed.</p> <p>Director Hooks <b>MOVED</b> to enter into Executive Session pursuant to §24-6-402(4)(4) C.R.S. for the purpose of receiving legal advice regarding Federal Center. Director Wendell seconded, following discussion and upon vote the motion <b>PASSED</b> unanimously.</p> <p>The Board entered into Executive Session at 6:17 p.m.</p> <p>Executive session concluded at 6:46 p.m.</p>
<p><b>Legal Matters (19:31)</b></p>	<p>None.</p>
<p><b>Director’s Matters (20:27)</b></p> <p>Narrow down selection of District Manager candidates (20:27)</p>	<p>Five candidates are to be interviewed for the District Manager position. The Board confirmed that they would not pay costs for relocation. The Board determined to schedule a second 30-minute interview for all five candidates in early January.</p>

<p>Consideration of District Engineer position (48:35)</p> <p>Review of Lakewood proposed changes to ADU Zoning Code (57:02)</p>	<p>The Board discussed the resignation of Mr. Yost. The Board will be evaluating the need and hiring of a District Engineer after finalizing selection of a District Manager.</p> <p>Director Morgan reported on the proposed changes to the ADU Zoning Code. The District’s tap fees are based on costs and not punitive. Costs will rise due to requiring ADUs. The District will charge appropriately commensurate to the costs incurred with addition of ADUs.</p> <p>Director Hooks <b>MOVED</b> to submit a letter to the City of Lakewood regarding the position of the District on the proposed ADU changes. Director Wiechman seconded the motion, and upon vote the motion <b>PASSED</b> by unanimous consent.</p>
<p><b>Other Business / New Business (1:13:00)</b></p>	<p>Director Morgan requested that the request from Brookfield Residential for approval of the 87 taps be added to the next meeting agenda.</p>
<p><b>Adjourn (1:16:24)</b></p>	<p>Director Hooks <b>MOVED</b> to adjourn the meeting. Director Morgan seconded the motion, and upon vote motion <b>PASSED</b> by unanimous consent, and the meeting was adjourned at 7:23 p.m.</p>

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David Wiechman Secretary

MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF  
GREEN MOUNTAIN WATER AND SANITATION DISTRICT

December 12, 2023

A Regular Meeting of the Board of Directors (the “Board”) of the Green Mountain Water and Sanitation District, (the “District”) was held at 6:00 p.m. on Tuesday, December 12, 2023.

The audio recording of this meeting is available on the District’s website.

<p><b>Attendance:</b></p>	<p>A Regular Meeting of the District was scheduled in compliance with the laws of the State of Colorado, with the following Directors in attendance:</p> <p>Karen Morgan, President David Garner, Vice President Todd Hooks, Treasurer Dave Wiechman, Secretary Roger Wendell, Director</p> <p>Not present, and unexcused:</p> <p>Also present were: Dylan Woods, Title 32 Attorney Sam McKay, GMWSD Josh Stanley, GMWSD Doug Pavlich, GMWSD</p> <p>Anastasia Urban, Solterra LLC Terry – Fossil Ridge Kevin Wright Jim Otton Ludmila Glasson Mr. Lebeue</p>
<p><b>Call to Order / Declaration of Quorum (0:01)</b></p>	<p>Director Morgan, noting the presence of a quorum of all Directors, called to order the Regular Meeting of the Board of the Green Mountain Water and Sanitation District at 6:00 p.m.</p>
<p><b>Directors &amp; Disclosure Matters (0:19)</b></p>	<p>None.</p>

<b>Approval of/Additions to /Deletions from the Agenda (0:27)</b>	None.
<b>Public Comment (0:36)</b>	<p>Kevin Wright. Commented on Brookfield Residential’s ongoing lawsuits and suggested the board tell the developer to stop asking for sewer service. (0:51)</p> <p>Jim Otton, District Resident discussed the Strategic Growth Initiative from Lakewood and future development of a high rise building near Belmar Park. Would like the Board to not increase the size of the District or allow further development. (1:55)</p> <p>Anastasia Urban, Solterra LLC commented regarding the existing connections to the District’s sewer line and requested that the District approve the remaining 87 sewer taps to be installed. (4:59)</p> <p>Ludmila disagrees with Brookfield. Would like a public process for new IGAs. Would like to know more about Mike Yost coming back to work as District Engineer. (6:59)</p>
<b>Approval of Minutes (9:42)</b>	<p>Director Wiechman <b>MOVED</b> to approve the November 14, 2023 Regular Meeting Minutes. Director Hooks seconded, following discussion and upon vote, the motion <b>PASSED</b> unanimously.</p>
<b>Public Hearing on 2024 Budget (10:24)</b>	<p>Mr. Pavlich presented the proposed 2024 Budget. Director Wendell <b>MOVED</b> to accept public comment during the public hearing. Director Wiechman seconded, following discussion and upon vote, the motion <b>PASSED</b>. Directors Morgan and Hooks dissented.</p> <p>Kevin Wright commented that the budget seems to be in line with reasonable expenses.</p>



	<p>Jim Otton commented that he has worked with budgets with HOAs and finds this budget to be reasonable.</p> <p>Mr. Lebeue commented thanking the Board for allowing the public to give input on the budget.</p> <p>Director Hooks <b>MOVED</b> to approve the 2024 Budget as presented. Director Wiechman seconded, following discussion and upon vote, the motion <b>PASSED</b> unanimously. (10:24)</p> <p>Mr. Woods reported on a letter received which discussed concerns with the proposed tap fees. Mr. Woods confirmed that he is comfortable that the District’s process for calculating the rates and tap fees satisfies the obligations under the law. Director Wiechman <b>MOVED</b> to approve the Resolution Regarding 2024 Rates and Fees. Director Hooks seconded, following discussion and upon vote, the motion <b>PASSED</b> unanimously.</p> <p>The Board confirmed that the new rates would be sent out via email and posted on the District’s website as a newsletter. (22:01)</p>
<b>Financial Matters (30:27)</b>	<p>The Board reviewed the November/December 2023 Daily/Monthly Operating Expenses &amp; Capital Expenditures. Director Hooks <b>MOVED</b> to accept the November 2023 Unaudited Financial &amp; Investment Report. Director Wendell seconded, following discussion and upon vote, the motion <b>PASSED</b> unanimously.</p>
<b>District Reports (31:26)</b>	<p>Mr. Stanley provided the Maintenance Report. There were four mainline breaks in November. New roofs and gutters due to the 2017 hail storm on the pump station facility are in progress. (31:26)</p>

	<p>Mr. Stanley provided the District Engineering Report. The RFQs for the Federal Center engineering consultant have been received. The Bear Creek lining project is complete. Project bid scopes are in progress. The ravine crossing survey is complete. (36:31)</p>
<p><b>Director's Matters (44:04)</b></p>	<p>The Board entered into a discussion about the ravine planning. Mr. Stanley reported that the City of Lakewood is in the conceptual drawing phases and no design work has commenced. Director Morgan <b>MOVED</b> to stop work in progress on the ravine project until a written agreement has been executed. Director Garner seconded, following discussion and upon vote, the motion <b>PASSED</b> unanimously. (44:04)</p> <p>The Board entered into a discussion regarding approval of the remaining sewer taps requested by Brookfield. Director Morgan <b>MOVED</b> to open discussion on the taps with the Brookfield representative, Anastasia Urban. Director Wendell seconded, following discussion and upon vote, the motion <b>PASSED</b>. Directors Morgan and Wiechman dissented.</p> <p>Ms. Urban clarified the areas in question. Mr. Stanley recommended an additional flow study to see if adding the additional taps will cause downstream flow issues. Director Wendell <b>MOVED</b> to defer action on the taps requests until after conclusion of the upcoming appeal process. Director Garner seconded, following discussion and upon vote, the motion <b>PASSED</b>. Director Morgan dissented. (49:06)</p> <p>Director Morgan <b>MOVED</b> to appoint Director Wiechman and Director Garner on the interview committee for District Manager candidates. Director Hooks seconded, following discussion and upon vote, the motion <b>PASSED</b> unanimously. Recordings of</p>

	the interviews will be provided to the Board. (1:16:57)
<b>Legal Matters (1:26:28)</b>	Mr. Woods noted that the District’s Annual Resolution needs to be drafted and approved in January.
<b>New Business (1:28:20)</b>	Director Garner suggested posting informative information on the District’s activities on the website.
<b>Adjourn (1:34:14)</b>	Director Hooks <b>MOVED</b> to adjourn the meeting. Director Wendell seconded the motion, following discussion and upon vote motion <b>PASSED</b> by unanimous consent, and the meeting was adjourned at 7:34 p.m.

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David Wiechman, Secretary

# Memorandum

**TO:** BOARD OF DIRECTORS  
**FROM:** DOUG PAVLICH, FINANCIAL SPECIALIST  
**SUBJECT:** FINANCIAL MATTERS  
**DATE:** January 09, 2024

**a) December 2023 Expenditures**

- a. December 2023/January 2024 monthly & daily operating expenses in the amount of \$838,620.84 a list of which is attached.
- b. December 2023/January 2024 Capital Expenditures in the amount of \$28,859.12 a list of which is attached.

**b) December 2023 Unaudited Interim Financial Reports**

- a. Investment Reports
- b. Financial Reports

**c) 2023 Audit Engagement Letter**

1st Bank Monthly Activity  
December 2023/January 2024

Account	CK#/Type	Date	Vendor/Recipient	Description	Amount	Total
2020 Sewer System Improvements	17324	01/09/24	Respec	Wastewater Pipe Design Support Structure - November	10,188.75	10,188.75
2024 Water IRP	17325	01/09/24	RG and Associates, LLC	2024 IRP Design	18,670.37	18,670.37
A/R	1315	12/12/23	Lori Stanley	Credit Final Refund	273.98	
	1316	12/20/23	First Integrity Title	Credit Final Refund	45.00	
	1317	12/20/23	Ruthe Gleason	Credit Final Refund	300.06	619.04
Auto Expense	1320	01/05/24	4 Rivers Equipment	3/4" Female Coupler/3/4" Male Coupler - Unit 38	653.82	
	17316	01/09/24	City of Lakewood	Fuel for November	4,855.07	5,508.89
Contract Labor	1314	12/12/23	NovotX, LLC	Elements Server Migration	1,800.00	
	EFT	01/02/24	Browns Hill Engineering & Controls	vSaaS - January	1,464.00	
	17314	01/09/24	A-Fast Patch Paving	Main Break Patch 10'x14' - 9283 W Kentucky/7'x11'x6" Main Break Patch - 122 Zang Ct/10'x18'x6" Main Break Patch - 12283 W Ohio Pl/Main Break Patch - 1458 S Yank	7,400.00	
	17315	01/09/24	Browns Hill Engineering & Controls	Radio Alignment/Remounted Radio/Lowered Mount	1,231.20	
	17326	01/09/24	IT Consultants	ArcGIS Security Review/Policy Summary Document/Nessus Review/InfoSec Policy	7,653.75	19,548.95
Cost of Water Sold	EFT	01/31/24	Denver Water Department	December Cost of Water	307,860.73	307,860.73
Deposits Payable	1319	01/03/24	Ruder Built Construction	Hydrant Permit #289 Security/Water Deposit Refund	2,732.04	2,732.04
Employee - Salaries, Taxes, Benefits	EFT	12/13/23	PERA	401A Contributions; \$5,184.07 Employee Paid, \$8,501.86 GMWSD Paid, Life Insurance \$15.50	13,701.43	
	EFT	12/13/23	Paychex	Employee SS & Medicare \$5,324.48 Employer SS & Medicare \$5,324.46 Employee Fed Income Tax \$5,114.52, Employee State Income Tax \$2,379.00, Employer State Unemployment \$0.80, Garnishment \$344.76, Net Pay \$50,855.68, Paychex Processing Fee \$1,290.58	70,634.28	
	EFT	12/27/23	PERA	401A Contributions; \$5,490.60 Employee Paid, \$9,004.56 GMWSD Paid, Life Insurance \$15.50	14,510.66	
	EFT	12/27/23	Paychex	Employee SS & Medicare \$6,811.58 Employer SS & Medicare \$6,811.55, Employee Fed Income Tax \$8,709.19, Employee State Income Tax \$3,317.00, Employer State Unemployment \$0.80, Garnishment \$344.76, Net Pay \$63,978.69, Paychex Processing Fee \$893.40	90,866.97	
	EFT	01/01/24	Humana	Dental Insurance	2,430.56	
	EFT	01/02/24	CEBT	Medical/Life/LTD/Vision/Voluntary Life Insurance- Employer Paid \$24,463.60, Employee Paid \$6,455.48	30,919.08	223,062.98
Engineering	17322	01/09/24	JVA Engineering	Tamarisk Lift Station Scenarios	5,394.00	5,394.00
Insurance Revenue	EFT	12/22/23	Knight Roofing	Roof Hail Damage Claim x11 Sites- Progress Billing (Funded by Insurance Claim)	182,190.76	182,190.76
Legal	17317	01/09/24	Coaty Marchant Woods, P.C.	Legal Fees - December	13,674.25	13,674.25
Lobbyist	17318	01/09/24	Colorado Legislative Strategies	Lobbying Services 11 of 12	2,500.00	2,500.00
MWR Tap Fees	EFT	01/12/24	Metro Water Recovery	4th Quarter MWR Tap Fees Collected	10,240.00	10,240.00
Office & Grounds	EFT	12/20/23	James Tree & Shrub Care LLC	P2 Tree and Brush Cleanup	1,750.00	
	EFT	01/02/24	Clean Freaks	Monthly Office Cleaning	520.00	2,270.00
Office Expense	1318	12/27/23	Ram Computer Supply	Reissued Lost Check #1200	832.50	

	1322	01/05/24	Badger Meter Inc	3" Frost Lid x28/Beacon Mobile Hosting - December	733.73	
	1325	01/05/24	Ram Computer Supply	Microsoft 365 Business x37	804.75	
	EFT	12/20/23	Paychex	Timekeeping	153.21	
	EFT	12/20/23	Rocky Mountain Reserve	FSA/DCA/HRA Admin	135.90	
	EFT	12/26/23	Xerox Financial Services	Lease/Equipment Protection 12/06-1/05	483.23	
	17319	01/09/24	Continental Utility Solutions	UMS Annual Maintenance & Tech Support	19,341.50	
	17320	01/09/24	IT Consultants	EncompassIT Server/Desktop/Infrastructure/Firewall/Cloud Backup/Third Wall/Sentinal One	4,381.00	
	17321	01/09/24	Infosend	Residential/Second Notice/Commercial Bill Printing & Mailing - November	3,060.82	
	17327	01/09/24	Safe Systems	Quarterly Security Monitoring x7 Sites	1,923.27	31,849.91
Payroll Liabilities	EFT	12/13/23	PERA	Employee Paid Contributions to 401K Retirement Accounts 12/13 PR	258.40	
	EFT	12/13/23	PERA	Employee Paid Contributions to 457 Retirement Accounts 12/13 PR	129.50	
	EFT	12/27/23	PERA	Employee Paid Contributions to 401K Retirement Accounts 12/27 PR	250.90	
	EFT	12/27/23	PERA	Employee Paid Contributions to 457 Retirement Accounts 12/27 PR	122.00	
	EFT	01/01/24	Aflac	Supplemental Insurance	165.42	926.22
Repair Department	1313	12/12/23	General Air	Welding Tank Rental	110.41	
	1321	01/05/24	Ace Hardware	Hydrant Maintenance Supplies/Carwash Soap/Air Freshner/Multi-Purpose Cleaner/Contact Adhesive/Red Spray Paint x6/Chainsaw Chain x2/Moto Mix 2 Gal/Lubricant	225.23	
	1323	01/05/24	Intermountain Safety Shoes	Safety Boots x1	150.00	
	1324	01/05/24	Oxford Recycling Inc	Asphalt Recycling x2 Loads	120.00	
	EFT	12/26/23	Core & Main	12" Repair Coupler/6" Repair Coupler/8"x25" Replair Clamp	1,558.58	
	17323	01/09/24	Pioneer Inc	Squeegee Refill x 16.72TN/Roadbase Refill x49.87 TN	2,001.85	
	17328	01/09/24	Safety & Construction Supply	Fiber Resign Hard Hat x12	1,076.52	5,242.59
UNCC Locates	1326	01/05/24	Utility Notification Center of Colorado	UNCC Locates - December	349.59	349.59
Utilities	EFT	12/15/23	Xcel Energy	Gas/Electric Aug/Sept - Oct/Nov	5,477.47	
	EFT	12/23/23	Sound Telecom	Answering Service - December	304.87	
	EFT	01/13/24	T-Mobile	Cell Phone/Tablet/GPS Tracking 11/21-12/20	1,608.37	
	EFT	01/16/24	Comcast	P2 Internet Services 12/21-1/20	119.85	
	EFT	01/20/24	SunShare	Solar Garden Allocation - November	5,475.66	
	EFT	01/21/24	Greenbacker	Solar Garden Allocation (DIA) - November	2,517.47	
	EFT	01/21/24	Greenbacker	Solar Garden Allocation (Linnebur) - November	1,906.35	17,410.04
VISA - AP	EFT	12/26/23	VISA	Auto Expense \$917.12, Office Expense \$2,580.83, Office & Grounds \$2,374.80, Repairs & Maintenance \$1,368.10	7,240.85	7,240.85
				Subtotal of All Expenditures	867,479.96	867,479.96
				Subtract Capital Expenditures	28,859.12	28,859.12
				<b>Total Monthly Operating Expenses</b>	<b>\$838,620.84</b>	<b>\$838,620.84</b>

1st Bank Daily Operating  
1st Bank Monthly Operating  
\* Multiple Expense Accounts Paid with 1 Check

1st Bank VISA  
November/December 2023

Date	Name	Memo	Amount
<b>AUTO EXPENSE</b>			
<b>Unit 24-2016 Ford F150</b>			
12/08/2023	Advance Auto Parts	Battery - Unit 24	190.83
12/08/2023	Advance Auto Parts	Returned Core - Unit 24	-22.00
<b>Unit 27-2015 Ford F350</b>			
12/01/2023	AGN Glass	Replacement Glass Window - Unit 27	233.12
<b>Gasoline</b>			
12/15/2023	EXXONMOBIL	Small Engine Fuel	175.00
12/19/2023	EXXONMOBIL	Small Engine Fuel	24.31
<b>Tools/Misc Expense</b>			
12/06/2023	Advance Auto Parts	Car Wash Soap & Brush	25.73
12/08/2023	Advance Auto Parts	Grease x3	24.24
12/13/2023	Advance Auto Parts	Jump Starter - Shop	145.38
12/13/2023	Advance Auto Parts	22" Windshield Wiper	120.51
			<i>Auto Expense Total</i>
<b>OFFICE EXPENSE</b>			
<b>Computer/Printer Repairs-Parts</b>			
12/15/2023	Micro Center	Ubiquiti Adapter - Card Scanner	36.99
<b>Maintenance Agreements</b>			
11/24/2023	JAMF Software, LLC	Mobile Device Management 11/25-12/24	74.00
11/30/2023	Amazon.Com	Amazon Prime Membership	139.00
12/06/2023	X West Inc	Printing Charges - November	59.42
<b>Mandatory Empl Test Expense</b>			
12/06/2023	Colorado Certified Water Professionals	Certification Renewal x1	85.00
12/15/2023	Colorado Certified Water Professionals	Certification Renewal x1	85.00
12/15/2023	Colorado Certified Water Professionals	Certification Renewal x1	85.00
12/15/2023	Colorado Certified Water Professionals	Certification Renewal x1	85.00
12/15/2023	Colorado Certified Water Professionals	Certification Renewal x1	85.00
<b>Miscellaneous Expenses</b>			
12/06/2023	Amazon.Com	Foam Hand Cleaner for Automatic Dispenser x2	55.58
12/08/2023	Amazon.Com	Congratulations Gift	49.99

*\$917.12*

<b>Utilities - Office</b>	12/01/2023	Comcast	Office Internet - November	680.05	
	12/12/2023	Ring Central Inc	VoIP Phone Minutes 12/12-1/11	351.77	
<b>Phone Accessories/Supplies</b>	12/19/2023	Amazon.Com	Protective Phone Case	19.45	
	12/19/2023	Amazon.Com	Protective Phone Case	12.79	
<b>Software</b>	11/25/2023	My Postage Rate Saver	Monthly CASS Updates	55.31	
	12/01/2023	SendGrid	Email Gateway - November	161.95	
	12/02/2023	Asana	Project Management Software - December	152.45	
	12/08/2023	1password.com	Company Password Vault	92.60	
	12/13/2023	Zoom Video Communications Inc.	Video Cloud Recording - December	40.00	
<b>Supplies</b>	12/05/2023	Office Depot	Paper x3 Cases	174.48	
			<i>Office Expense Total</i>		<i>\$2,580.83</i>
<b>OFFICE &amp; GROUNDS</b>					
	11/27/2023	Ubiquiti	Access G2 Starter Kit/Access Card x2	649.00	
	11/29/2023	Ubiquiti	Enterprise Access Hub - Doors	1,009.00	
	12/05/2023	Waste Management	Office Trash and Recycling Service - December	427.52	
	12/05/2023	Waste Management	P2 Trash Service - December	136.28	
	12/21/2023	Berrett Pest Control	Quarterly Pest Control	153.00	
			<i>Office &amp; Grounds Total</i>		<i>\$2,374.80</i>
<b>Repair Department</b>					
<b>Miscellaneous Tools/Supplies</b>	11/21/2023	Home Depot	Tools - Unit 4	254.69	
	11/28/2023	Wylaco Supply	32" Pry Bar/28" Pry Bar	84.96	
	12/06/2023	CPS Distributors	Locate Paint Green/Blue x36/Blue Marking Flag x1 Bag	696.25	
	12/12/2023	Advance Auto Parts	Battery/Oil - Snow Blower	62.12	
	12/14/2023	CPS Distributors	Snow Shovel x6	218.08	
<b>Water</b>	11/22/2023	City Of Lakewood	Street Cut Permit 12252 W Atlantic Dr	52.00	
			<i>Repair Department Total</i>		<i>\$1,368.10</i>
<b>Monthly Credit Card Total</b>				<b>\$7,240.85</b>	<b><i>\$7,240.85</i></b>



**Capital Expenditures vs Capital Revenue  
2023 Timeline**

Capital Expenditures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total 2023 YTD Actual	Total 2023 Projected	Total 2023 Budgeted
	0	13,888	126,171	107,805	82,167	966,661	1,069,308	787,155	454,113	191,936	651,735	74,689			
2017 Cellular Endpoints	46,500	30,188		179,613	166,125				63,000			154,360	639,786	639,786	655,000
2020 Sewer Improvements			5,235	2,975		57,000				4,683	10,189		80,082	80,082	575,000
2021 Sewer Improvements	128,136		228,860		647,752	113,760				789,912	339,592		1,568,828	1,568,828	840,000**
2022 Tamaraisk LS Improvement													0	0	700,000
2022 Sewer System - Kipling				2,730	296,270	152,463							451,463	451,463	325,000**
2023 Water System Improvements						69,070				14,575	18,873		102,518	102,518	480,000
2023 Sewer System Improvements													0	0	890,000
2024 Design							9,498		1,733		40,128	18,670	70,029	70,029	75,000
2023 Capital Contingency													0	0	454,000
Vehicles		89,986		227,097					33,892	5,390			356,365	356,365	386,270
Field Equipment									41,210				41,210	41,210	54,000
Office and Grounds												6,479	6,479	6,479	107,000
Office Equipment													0	0	45,000
<b>Total Expense</b>	<b>174,636</b>	<b>120,174</b>	<b>234,095</b>	<b>412,415</b>	<b>1,110,147</b>	<b>392,293</b>	<b>9,498</b>	<b>0</b>	<b>139,835</b>	<b>814,560</b>	<b>270,402</b>	<b>179,509</b>	<b>3,316,759</b>	<b>3,316,759</b>	<b>5,586,270</b>

\*\* 2021 Sewer Improvements have a cost sharing agreement with Bear Creek Water & Sanitation where they will reimburse GMWSD \$480,710.54. **Payment received from BCWSD on 11/15/2023** . agreement with the 2022 Sewer System Improvements have a cost sharing developer of the 10700 W Exposition development where they will reimburse 50% of the project cost. **Payment of \$250,000 received on 8/29/2023.**

Capital Revenues	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total 2023 YTD Actual	Total 2023 Projected	Total 2023 Budgeted
Cap Reserve	106,917	129,714	128,663	136,958	133,802	187,659	192,434	228,045	298,651	244,774	197,736	160,114	2,145,467	2,145,467	2,588,742
Interest Income	81,407	77,047	86,866	85,485	91,651	89,038	99,017	104,797	103,161	109,787	108,708	110,757	1,147,721	1,147,721	616,718
Sewer System Development Fees		9,432				4,716						9,432	23,580	23,580	83,395
Water System Development Fees		16,064				8,032						16,064	40,160	40,160	0
Lease Income	200	200	200		200	200	200	200	200	200	200	200	2,200	2,200	2,400
<b>Total Revenue</b>	<b>188,524</b>	<b>232,457</b>	<b>215,729</b>	<b>222,443</b>	<b>225,653</b>	<b>289,645</b>	<b>291,651</b>	<b>333,042</b>	<b>402,012</b>	<b>354,761</b>	<b>306,644</b>	<b>296,567</b>	<b>3,359,128</b>	<b>3,359,128</b>	<b>3,291,255</b>

<b>Income (Loss) Non-Operating</b>	<b>13,888</b>	<b>126,171</b>	<b>107,805</b>	<b>82,167</b>	<b>966,661</b>	<b>1,069,308</b>	<b>787,155</b>	<b>454,113</b>	<b>191,936</b>	<b>651,735</b>	<b>74,689</b>	<b>42,369</b>
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**Green Mountain Water and Sanitation District**  
**Capital Expenditures**  
**As of December 31, 2023**

Accrual Basis

Date	Name	Memo	Account	Debit	Credit
<b>Sep 23</b>					
09/03/2023	RG and Associates, LLC	2024 DIRP Water System	8109 - 2024 Water IRP Project	1,732.50	
09/21/2023	Badger Meter Inc	HR-E LCD Register x700	8100 - 2017 Cellular Endpoints	63,000.00	
09/22/2023	Trailer Source Inc	Deposit - Main Break Repair Trailer	8004 - Capital Vehicles	200.00	
09/22/2023	Trailer Source Inc	Main Break Repair Trailer	8004 - Capital Vehicles	15,944.00	
09/22/2023	Complete Trailers LLC	Deposit - Flatbed Equipment Trailer	8004 - Capital Vehicles	2,060.00	
09/22/2023	Complete Trailers LLC	Flatbed Equipment Trailer	8004 - Capital Vehicles	15,688.00	
09/25/2023	Vectors, Inc.	Trimble TSC5/R12i - GIS Collection	8001 - Capital Field Equipment	41,209.83	
				139,834.33	0.00
<b>Oct 23</b>					
10/12/2023	Browns Hill Eng & Controls	Battery Bank - Brown Tank	8107 - 2023 Water System Improvements	14,575.00	
10/30/2023	Line-X of Denver	Load Space Liner - Unit 14	8004 - Capital Vehicles	5,390.11	
10/31/2023	Respec	Wastewater Pipe Design Support Structure - October	8102 - 2020 Sewer System Improvements	4,682.50	
10/31/2023	American West Construction...	2021 Sewer System Improvements PA#8 Retainage	8104 - 2021 Sewer System Improvements	8,825.03	
10/31/2023	American West Construction...	2021 Sewer System Improvements Pay Application #8	8104 - 2021 Sewer System Improvements	167,675.97	
10/31/2023	American West Construction...	2021 Sewer System Improvements PA#9 Retainage	8104 - 2021 Sewer System Improvements	30,670.54	
10/31/2023	American West Construction...	2021 Sewer System Improvements PA#9	8104 - 2021 Sewer System Improvements	582,740.22	
				814,559.37	0.00
<b>Nov 23</b>					
11/15/2023	Bear Creek Water and Sanita...	BCWSD CIPP Lining Share	8104 - 2021 Sewer System Improvements		480,710.54
11/28/2023	Bilco	Custom Tank Hatch x4	8107 - 2023 Water System Improvements	18,872.73	
11/30/2023	Respec	Wastewater Pipe Design Support Structure - November	8102 - 2020 Sewer System Improvements	10,188.75	
11/30/2023	American West Construction...	2021 Sewer System Improvements PA#10 retainage	8104 - 2021 Sewer System Improvements	7,056.86	
11/30/2023	American West Construction...	2021 Sewer System Improvements PA#10	8104 - 2021 Sewer System Improvements	134,061.38	
11/30/2023	RG and Associates, LLC	2024 Water IRP Design - November	8109 - 2024 Water IRP Project	40,127.50	
				210,307.22	480,710.54
<b>Dec 23</b>					
12/07/2023	Badger Meter Inc	HR-E LCD Register/Orion Cell CS Endpoint/10 Year Cell Serv...	8100 - 2017 Cellular Endpoints	154,359.90	
12/28/2023	Ubiquiti	Access G2 Reader/Starter Kit/Access Cards/Switch Missio...	8002 - Capital Office & Grounds	6,479.00	
12/31/2023	RG and Associates, LLC	2024 IRP Design	8109 - 2024 Water IRP Project	18,670.37	
				179,509.27	0.00
<b>TOTAL</b>				<b>1,344,210.19</b>	<b>480,710.54</b>

## Green Mountain Water & Sanitation District-Investment Report

### Cash Account Balances as of December 31, 2023

#### Cash Accounts

Bank Description	Accounts Payable	Current Balance	Interest Rate
Petty Cash		\$3,055.32	
1ST Bank - Daily Operating Account 2		(\$2,977.56)	
1ST Bank - Monthly Operating Account		\$25,120.26	
1ST Bank - Money Market		\$32,000.00	
1ST Bank - Liquid Asset/Operating Funds	\$838,620.84	\$4,468,018.82	4.50%
1ST Bank - Liquid Asset/Capital Funds	\$28,859.12		
Csafe CASH ( <i>Variable Daily Rate</i> )		\$919,235.37	5.499%
Csafe CORE ( <i>Variable Daily Rate</i> )		\$14,611,402.80	5.590%
ColoTrust Plus ( <i>Variable Daily Rate</i> )		\$4,108,521.98	5.592%
<b><i>Total Cash</i></b>		<b><i>\$24,164,376.99</i></b>	

#### Certificates of Deposit

CD Description	Expiration Date	Face Amount	Amoritized Amount	Interest Rate
			\$0.00	
<b><i>Total Certificates of Deposit</i></b>			<b><i>\$0.00</i></b>	
<b>Total Cash and Cash Equivalents</b>			<b><u><u>\$24,164,376.99</u></u></b>	

## Investment Report As of 12/31/2023

### PRIORITY = SAFETY, LIQUIDITY, DIVERSITY, AND YIELD

Term	Definition	Instruments and Guidelines	Account Name	Maturity Dates	12/31/23 Balances	Total \$ per Term	% per Term	% of Current Year's Budget per Term
<b>Immediate Liquidity</b>	<p><i>Minimum = 25% of current year's budget.</i></p> <p><i>Maximum = none.</i></p> <p><i>Optimize at 25% of current year's budget, but could go higher if short- and long-term yields are not favorable.</i></p>	<p><i>Checking = least practical balance.</i></p> <p><i>Insured Money Market Fund and Treasuries = up to 100%</i></p> <p><i>Pools that are specifically approved by Green Mountain Board of Directors = up to 100%</i></p> <p><b>NO MORE THAN 50% OF IMMEDIATE-TERM FUNDS IN ANY SINGLE-ENTITY INSTRUMENT. *</b></p> <p><i>Availability &lt; 8 HOURS</i></p>	Petty Cash 1st Bank Sweep Account Csafe CASH ColoTrust Plus		3,055.32 4,522,161.52 919,235.37 4,108,521.98	<b>9,552,974.19</b>	<b>39.53%</b>	<b>46.26%</b>
<b>Short</b>	<p><i>Funds available in excess of 25% of current year's budget, up to 50% of current year's budget, but could go higher if long-term yields are not favorable.</i></p>	<p><i>Above, plus: none</i></p> <p><b>NO MORE THAN 50% OF SHORT-TERM FUNDS IN ANY SINGLE-ENTITY INSTRUMENT. *</b></p> <p><i>8 HOURS &lt; Availability ≤ 1 YEAR</i></p>	Csafe CORE		14,611,402.80	<b>14,611,402.80</b>	<b>60.47%</b>	<b>70.75%</b>
<b>Long</b>	<p><i>Funds available in excess of 50% of current year's budget. If long-term yields are not favorable, invest in short-term or liquid instruments.</i></p> <p><i>Funds should be invested in a laddered fashion such that 25% of the fund balance that is in excess of 50% of the current year's budget is available within each one of years 2-5, and within each year, funds are laddered quarterly.</i></p>	<p><i>Above, plus: approved long-term instruments.</i></p> <p><i>1 YEAR &lt; Availability ≤ 5 YEARS</i></p>				<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>

\* Limitation not applicable to State of Colorado approved pools such as CSAFE and COLOTRUST, since by nature, these funds are diversified.

**\$24,164,376.99**

**Green Mountain Water and Sanitation District**  
**Balance Sheet**  
As of December 31, 2023

Accrual Basis

	Dec 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1001-01 · 1st Bank-Daily Operating 2	-2,977.56
1012 · CSafe CORE	14,611,402.80
1011 · CSafe Cash	919,235.37
1000 · Imprest Cash Account	3,055.32
1002 · 1st Bank-Operating	25,120.26
1003 · 1st Bank-Money Market	32,000.00
1004 · 1st Bank-Sweep Account	4,468,018.82
1113 · Colotrust Plus-Capital Reserve	4,108,521.98
<b>Total Checking/Savings</b>	24,164,376.99
<b>Accounts Receivable</b>	
1200 · A/R-Water	802,389.74
1210 · A/R-Sewer	401,326.20
1220 · Accrued Interest Receivable	279.52
<b>Total Accounts Receivable</b>	1,203,995.46
<b>Other Current Assets</b>	
1450 · Reimbursable	1,748.98
<b>Total Other Current Assets</b>	1,748.98
<b>Total Current Assets</b>	25,370,121.43
<b>Fixed Assets</b>	
1455 · HRA Deposit	80,723.29
1500 · Acc Dep-Office & Grounds	-881,677.05
1510 · Acc Dep-Office Equipment	-500,592.53
1520 · Acc Dep-Repairs & mtn	-671,852.13
1530 · Acc Dep-Sewer System	-8,273,016.66
1540 · Acc Dep-Vehicles	-1,115,836.22
1550 · Acc Dep-Water System	-19,124,837.99
1600 · Land	271,261.04
1610 · Office & Grounds-Capital	1,530,577.59
1620 · Office Equipment Capital	554,533.13
1630 · Repairs & Mtn Capital	777,113.57
1640 · Sewer Lines & Mechanical	15,442,679.33
1650 · Vehicles Capital	1,473,056.18
1660 · Water Lines & Mechanical	40,130,532.70
<b>Total Fixed Assets</b>	29,692,664.25
<b>Other Assets</b>	
1900 · Def Outflows if Res. - OPEB	31,440.00
1901 · Def Outflows of Res. - Pension	265,653.00
1700 · Construction in Progress	1,326,968.01
1720 · Prepaid Expense	326,212.74
<b>Total Other Assets</b>	1,950,273.75
<b>TOTAL ASSETS</b>	<b>57,013,059.43</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2002 · Unclaimed Property	1,611.49
2000 · Accounts Payable	419,778.77
<b>Total Accounts Payable</b>	421,390.26
<b>Credit Cards</b>	
2001 · 1st Bank VISA	9,797.74
<b>Total Credit Cards</b>	9,797.74

**Green Mountain Water and Sanitation District**  
**Balance Sheet**  
**As of December 31, 2023**

Accrual Basis

	Dec 31, 23
<b>Other Current Liabilities</b>	
2600 · Def Inflows of Res. - OPEB	60,807.00
2602 · Def Inflows of Res. - Pension	1,474,332.00
2604 · Net OPEB Liability	129,328.00
2606 · Net Pension Liability	-165,413.00
2301 · 11968 W Jewell Reimb. Deposit	150.00
2302 · 12476 W Bayaud Reimb. Deposit	3,519.00
2300 · Big Sky Deposit	-17,055.76
2100 · Accrued Payroll	36,760.46
2101 · Accrued Vacation Payable	64,440.44
2102 · Deposits Payable	15,500.00
2110 · MWR Tap Refund	10,240.00
2200 · Payroll Liabilities	1,319.76
	1,613,927.90
<b>Total Other Current Liabilities</b>	
<b>Total Current Liabilities</b>	2,045,115.90
<b>Total Liabilities</b>	2,045,115.90
<b>Equity</b>	
3700 · Acc Dep-Contrib Capital-Sewer	-2,817,919.24
3600 · Acc Dep-Contrib Capital-Water	-2,716,164.78
3701 · Developer Contribution-Sewer	6,588,952.06
3601 · Developer Contribution-Water	6,063,902.70
3702 · System Development Fees-Sewer	7,408,848.10
3602 · System Development Fees-Water	10,125,027.66
3000 · Opening Bal Equity	391,294.18
3900 · Retained Earnings	29,867,179.78
Net Income	56,823.07
	54,967,943.53
<b>Total Equity</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>57,013,059.43</b>

**Green Mountain Water and Sanitation District**

**Profit & Loss Budget vs. Actual**

Accrual Basis

December 31, 2023

<b>Revenues</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Act vs Budget</b>
<b>Operating Revenue</b>	15,482,041.00	14,186,132.25	-1,295,908.75
<b>Non-Operating Revenue</b>	3,291,255.00	3,359,126.99	67,871.99
<b>Total Income</b>	18,773,296.00	17,545,259.24	-1,228,036.76

**Explanation of Variance**

\*\*\*1 - For Jan-Dec 2023, the District used 162,873,000 less gallons (11.38% less) compared to Jan-Dec 2022. Water use is 22.62% less than budgeted for 2023. The significant rainfall in May, June, July has kept consumption down. Water used in December is not billed to customers until January and February.

\*\*\*2 - The federal reserve voted in July to increase rates another 0.25% bringing the range to 5.25-5.50%.

\*\*\*3 - Received a payment of \$11,300 from CEBT (Health insurance provider) because of a favorable Medical Loss Ratio for 2022. Received a reimbursement of \$5,547.12 for safety equipment from the CSD pool. There have been multiple CORA requests which have ended up taking a significant amount of time which resulted in charges to the requesters. In August we received a large settlement payment for the Red Zone Tank liner, we performed the sewer cleaning and TV inspection for Fossil Ridge which was billed (\$93,846.74) and received, and we received the cost sharing payment for the Kipling Sewer project for \$250,000.

\*\*\*4 - The District filed a claim for roof damage due to hail to 11 sites. The CSD pool insurance sent an initial payment for repairs in the amount of \$135,160.18. A second payment of \$166,252.09 was received on 9/26/2023. A progress billing from the roofing contractor was received and paid for \$119,221.51. A second progress bill was received 12/22/2023 for the remaining amount of insurance funds sent to the District. Any additional costs will be covered under the District's insurance policy. The truck hail damage claim has been closed and all vehicles have been repaired.

<b>Expenses</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Act vs Budget</b>
<b>Operating Expense</b>	15,064,841.00	13,133,223.61	-1,931,617.39
<b>Non-Operating Expense</b>	5,586,270.00	3,316,756.28	-2,269,513.72
<b>Total Expense</b>	20,651,111.00	16,449,979.89	-4,201,131.11

**Explanation of Variance**

\*\*\*5 -Engineering & Utility Invoices are typically received a month behind services performed and used.

\*\*\*6 - Over 2,000 locates called in during September and another 2,000 called in during October. Average locates called in are typically closer to 500 per month.

\*\*\*7 - 2022 Sewer - Kipling sewer project has been completed and the \$250,000 cost sharing payment has been received. 2021 Sewer System Improvement CIPP lining project received payment of \$480,710.54 reimbursement from Bear Creek Water and Sanitation on 11/15/2023. The large change order for the emergency repair under Morrison road cause the project to come in over budget.

\*\*\*8 - Meter stock is at adequate levels and has not needed to be replenished.

\*\*\*9 - Legal is higher than anticipated YTD.

\*\*\*10 - The Pink Pump Station generator that was budgeted for in 2023 will not be ready until May 2024.

\*\*\*11 - No anticipated start date for this project as of now.

<b>Income/Loss</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Act vs Budget</b>
Income/Loss Operating	417,200.00	1,052,908.64	635,708.64
Income/Loss Non-Operating	-2,295,015.00	42,370.71	2,337,385.71
<b>Net Income</b>	-1,877,815.00	1,095,279.35	2,973,094.35

**Green Mountain Water and Sanitation District**  
**Profit & Loss vs. Actual**  
**December 31, 2023**

Accrual Basis

	2023 Budget	YTD Budget	YTD Actual	Act vs. Budget	% of YTD Budget
<b>Operating Revenue</b>					
1 Delinquent Charges	70,000.00	70,000.00	80,828.61	10,828.61	115.47%
2 Inspection Fees	1,500.00	1,500.00	625.00	-875.00	41.67%
3 Insurance Claim Revenue	0.00	0.00	0.00	0.00	0.00% ***4
4 Meter Sales	0.00	0.00	2,250.10	2,250.10	100.00%
5 Miscellaneous Income	6,800.00	6,800.00	529,002.91	522,202.91	7779.46% ***3
6 Service Fee	3,789,548.00	3,789,548.00	3,790,131.86	583.86	100.02%
7 Sewer User Charges	3,168,461.00	3,168,461.00	3,270,832.44	102,371.44	103.23%
8 Short Check Fees	400.00	400.00	1,800.00	1,400.00	450.00%
9 Shut Off Charges	4,450.00	4,450.00	4,300.00	-150.00	96.63%
10 Transfer Fees	20,250.00	20,250.00	17,415.00	-2,835.00	86.00%
11 Water Sales	8,420,632.00	8,420,632.00	6,488,946.33	-1,931,685.67	77.06% ***1
12 Total Operating Revenue	15,482,041.00	15,482,041.00	14,186,132.25	-1,295,908.75	91.63%
<b>Operating Expense</b>					
13 Accounting/Audit	16,500.00	16,500.00	19,100.00	2,600.00	115.76%
14 Auto Expense	125,800.00	125,800.00	109,249.56	-16,550.44	86.84%
15 Contracted Repairs	227,500.00	227,500.00	185,641.39	-41,858.61	81.60%
16 Cost of Meters Sold	15,000.00	15,000.00	8,559.60	-6,440.40	57.06% ***8
17 Cost of Water Sold	7,823,523.00	7,823,523.00	6,084,718.58	-1,738,804.42	77.78% ***1
18 Director Fees	12,000.00	12,000.00	9,900.00	-2,100.00	82.50%
19 Employee - Salaries, Taxes, Benefits	2,471,171.00	2,471,171.00	2,368,463.38	-102,707.62	95.84%
20 Engineering	145,000.00	145,000.00	106,800.05	-38,199.95	73.66% ***5
21 Insurance	150,393.00	150,393.00	146,934.04	-3,458.96	97.70%
22 Legal	200,000.00	200,000.00	340,689.90	140,689.90	170.35% ***9
23 Lobbyist	30,000.00	30,000.00	27,500.00	-2,500.00	91.67%
24 Office & Grounds	81,500.00	81,500.00	69,591.70	-11,908.30	85.39%
25 Office Expense	517,200.00	517,200.00	448,272.44	-68,927.56	86.67%
26 Repair Department	150,000.00	150,000.00	140,395.15	-9,604.85	93.60%
27 Sewer Treatment Costs	2,729,304.00	2,729,304.00	2,728,460.74	-843.26	99.97%
28 UNCC Locates	8,500.00	8,500.00	10,606.38	2,106.38	124.78% ***6
29 Utilities	361,450.00	361,450.00	328,340.70	-33,109.30	90.84% ***5
30 Total Operating Expense	15,064,841.00	15,064,841.00	13,133,223.61	-1,931,617.39	87.18%
31 Income (Loss) Operating	417,200.00	417,200.00	1,052,908.64	635,708.64	252.38%

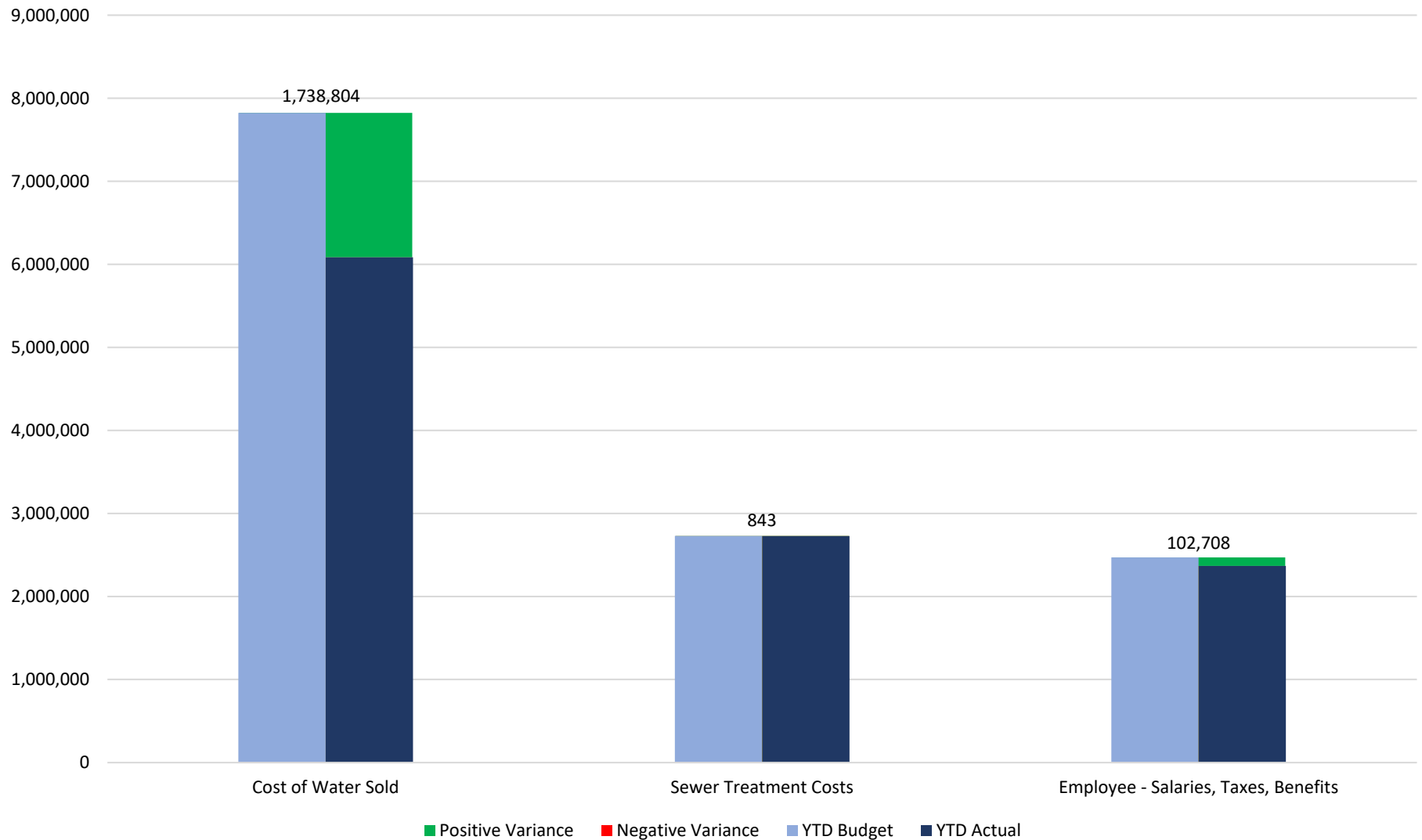


**Green Mountain Water and Sanitation District**  
**Profit & Loss vs. Actual**  
**December 31, 2023**

Accrual Basis

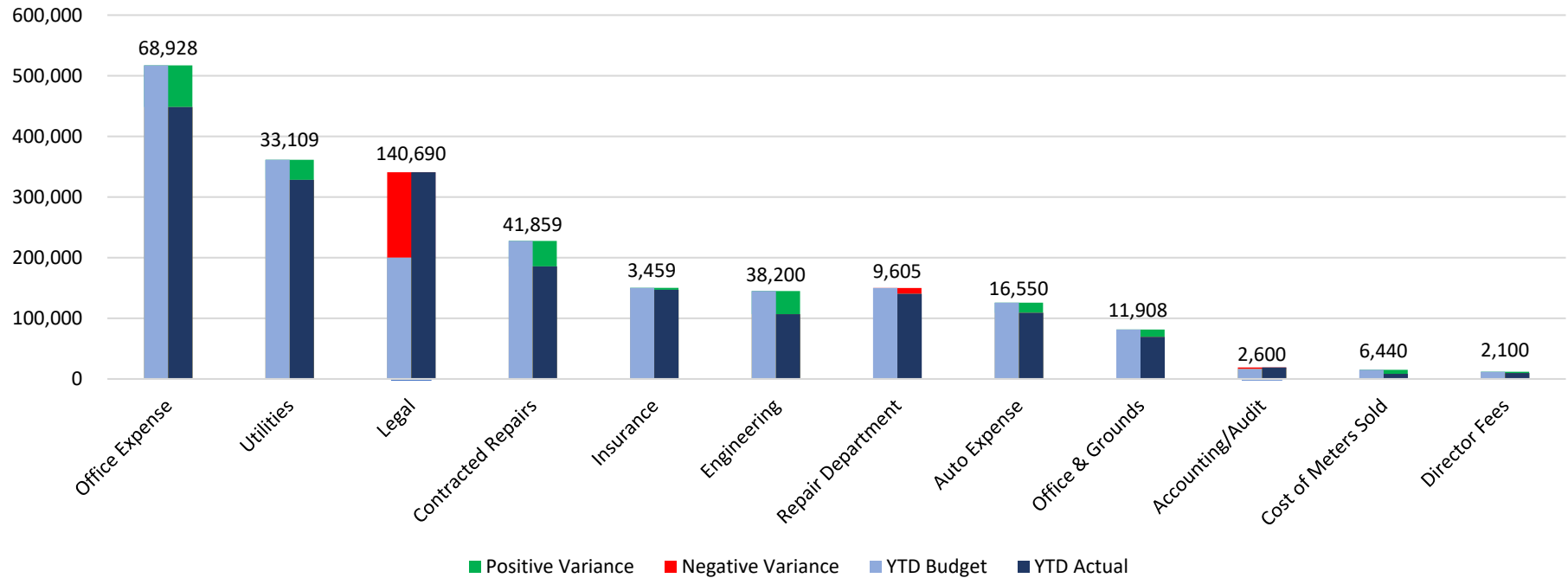
	2023 Budget	YTD Budget	YTD Actual	Act vs. Budget	% of YTD Budget	
<b>Non-Operating Revenue</b>						
1	Capital Reserve Fund Revenue	2,588,742.00	2,588,742.00	2,145,466.01	-443,275.99	82.88% ***1
2	Interest Income	616,718.00	616,718.00	1,147,721.33	531,003.33	186.10% ***2
3	Sewer System Development Fees	83,395.00	83,395.00	23,580.00	-59,815.00	28.28%
4	Water System Development Fees	0.00	0.00	40,159.65	40,159.65	100.00%
5	Lease Income	2,400.00	2,400.00	2,200.00	-200.00	91.67%
6	<b>Total Non-Operating Revenue</b>	<b>3,291,255.00</b>	<b>3,291,255.00</b>	<b>3,359,126.99</b>	<b>67,871.99</b>	<b>102.06%</b>
<b>Non-Operating Expenditures</b>						
7	2017 Cellular Endpoints	655,000.00	655,000.00	639,785.46	-15,214.54	97.68%
8	2020 Sewer System Improvements	575,000.00	575,000.00	80,081.25	-494,918.75	13.93%
10	2021 Sewer System Improvements	840,000.00	840,000.00	1,568,827.21	728,827.21	186.77% ***7
11	2022 Tamarisk LS Improvements	700,000.00	700,000.00	0.00	-700,000.00	0.00%
12	2022 Sewer - Kipling	325,000.00	325,000.00	451,462.94	126,462.94	138.91% ***7
13	2023 Water System Improvements	480,000.00	480,000.00	102,517.73	-377,482.27	21.36% ***10
14	2023 Sewer System Improvements	890,000.00	890,000.00	0.00	-890,000.00	0.00% ***11
15	2024 Design	75,000.00	75,000.00	70,027.87	-4,972.13	93.37%
16	2023 Field Equipment	54,000.00	54,000.00	41,209.83	-12,790.17	76.32%
17	2023 Office & Grounds	107,000.00	107,000.00	6,479.00	-100,521.00	6.06%
18	2023 Office Equipment	45,000.00	45,000.00	0.00	-45,000.00	0.00%
19	2023 Vehicles	386,270.00	386,270.00	356,364.99	-29,905.01	92.26%
20	Capital Contingency	454,000.00	454,000.00	0.00	-454,000.00	0.00%
21	<b>Total Non-Operating Expenditures</b>	<b>5,586,270.00</b>	<b>5,586,270.00</b>	<b>3,316,756.28</b>	<b>-2,269,513.72</b>	<b>59.37%</b>
22	<b>Income (Loss) Non-Operating</b>	<b>-2,295,015.00</b>	<b>-2,295,015.00</b>	<b>42,370.71</b>	<b>2,337,385.71</b>	<b>-1.85%</b>
23	<b>Net Income</b>	<b>-1,877,815.00</b>	<b>-1,877,815.00</b>	<b>1,095,279.35</b>	<b>2,973,094.35</b>	<b>-58.33%</b>

### High Dollar Operating Expense YTD Actual vs Budget



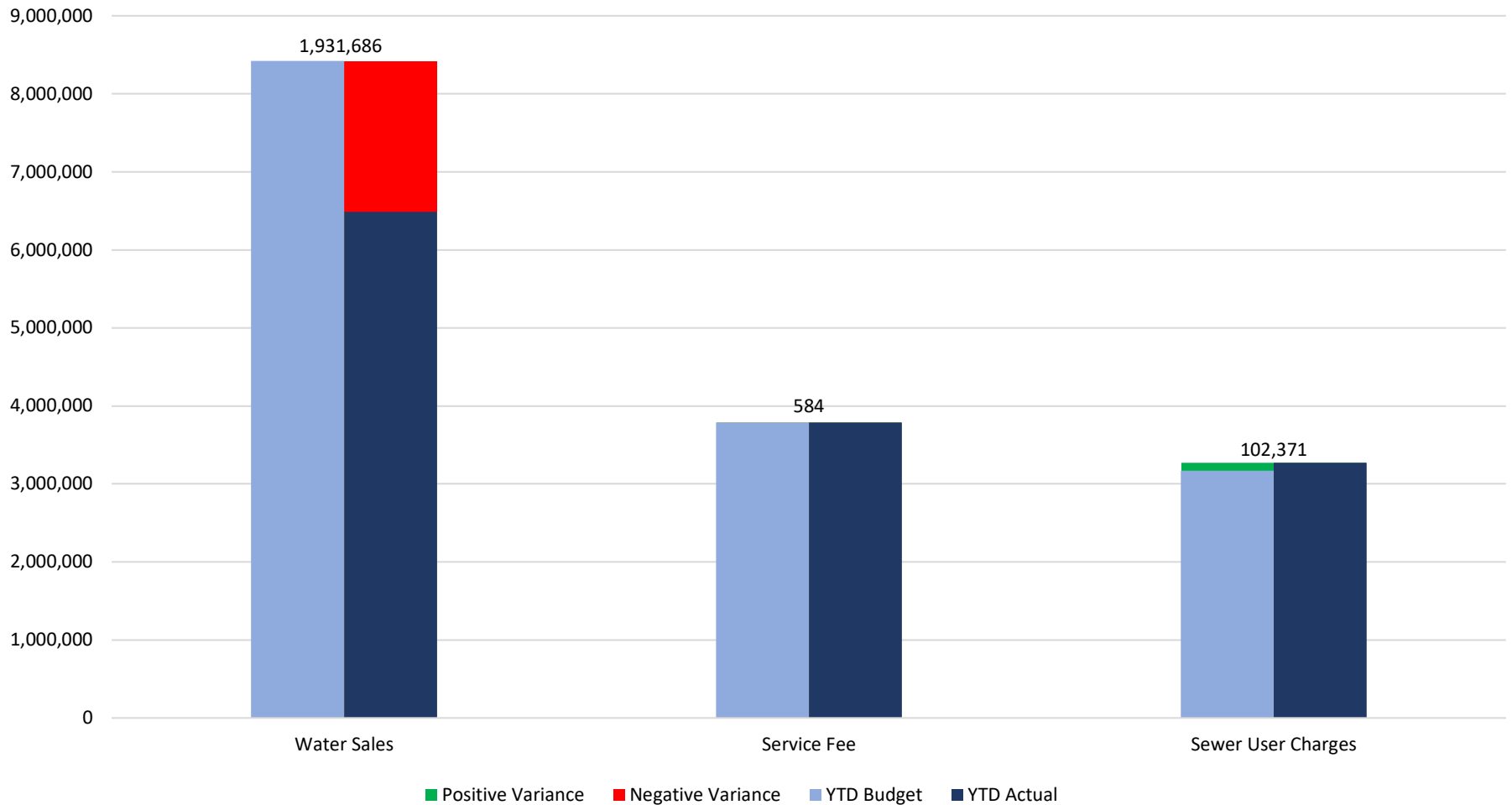
**-Cost of Water Sold-** For Jan-Dec 2023, the District used 162,873,000 less gallons (11.38% less) compared to Jan-Dec 2022. Water use is 22.62% less than budgeted for 2023. The significant rainfall in May, June, July has kept consumption down. Water used in December is not billed to customers until January and February.

### Operating Expense YTD Actual vs Budget



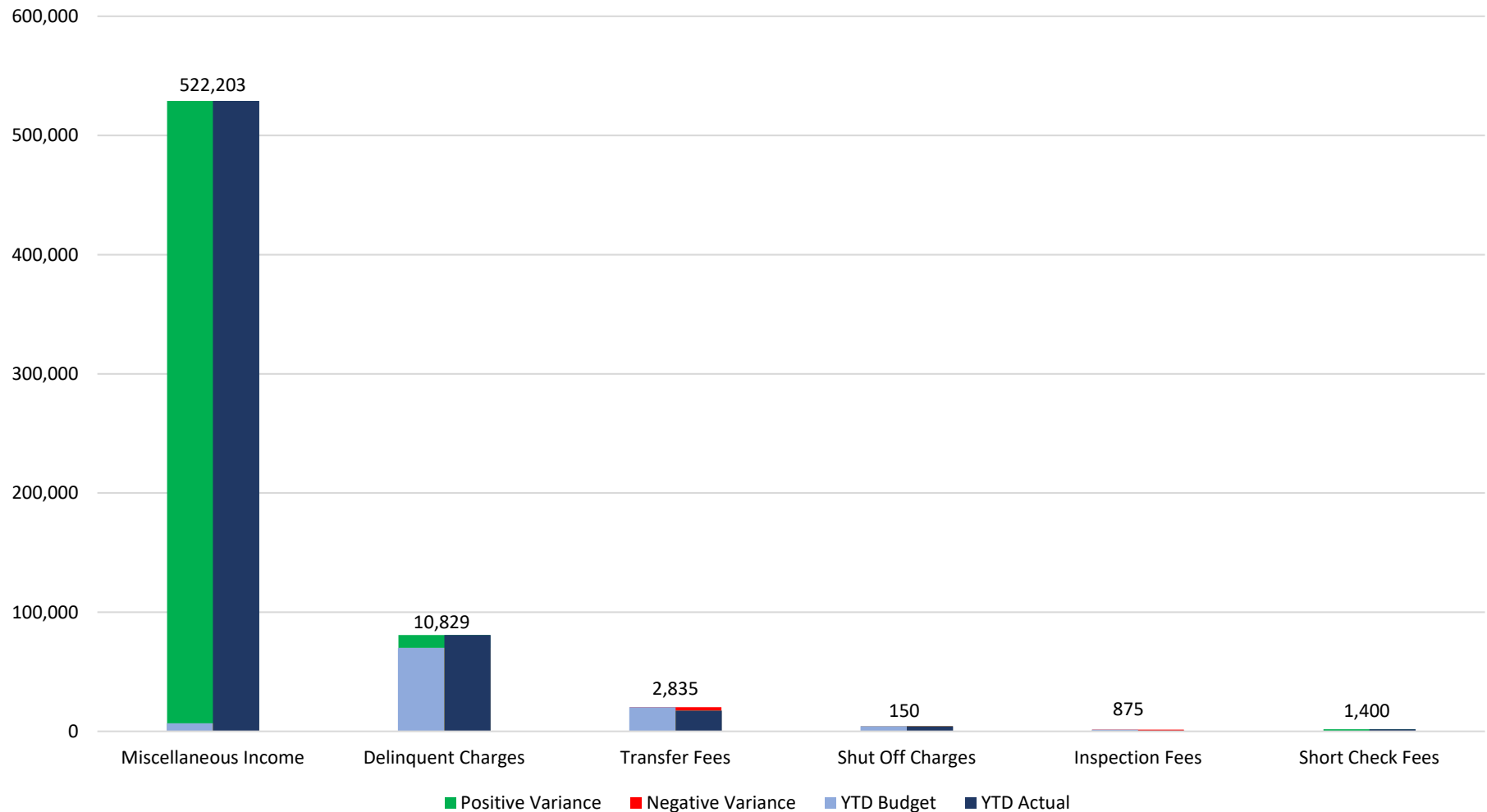
- Engineering & Utilities**- Invoices are typically received a month behind services performed and used.
- Cost of Meters Sold**- Meter stock is at adequate levels and has not needed to be replenished.
- Legal**- Higher than anticipated YTD.

### High Dollar Operating Revenues YTD Actual vs Budget



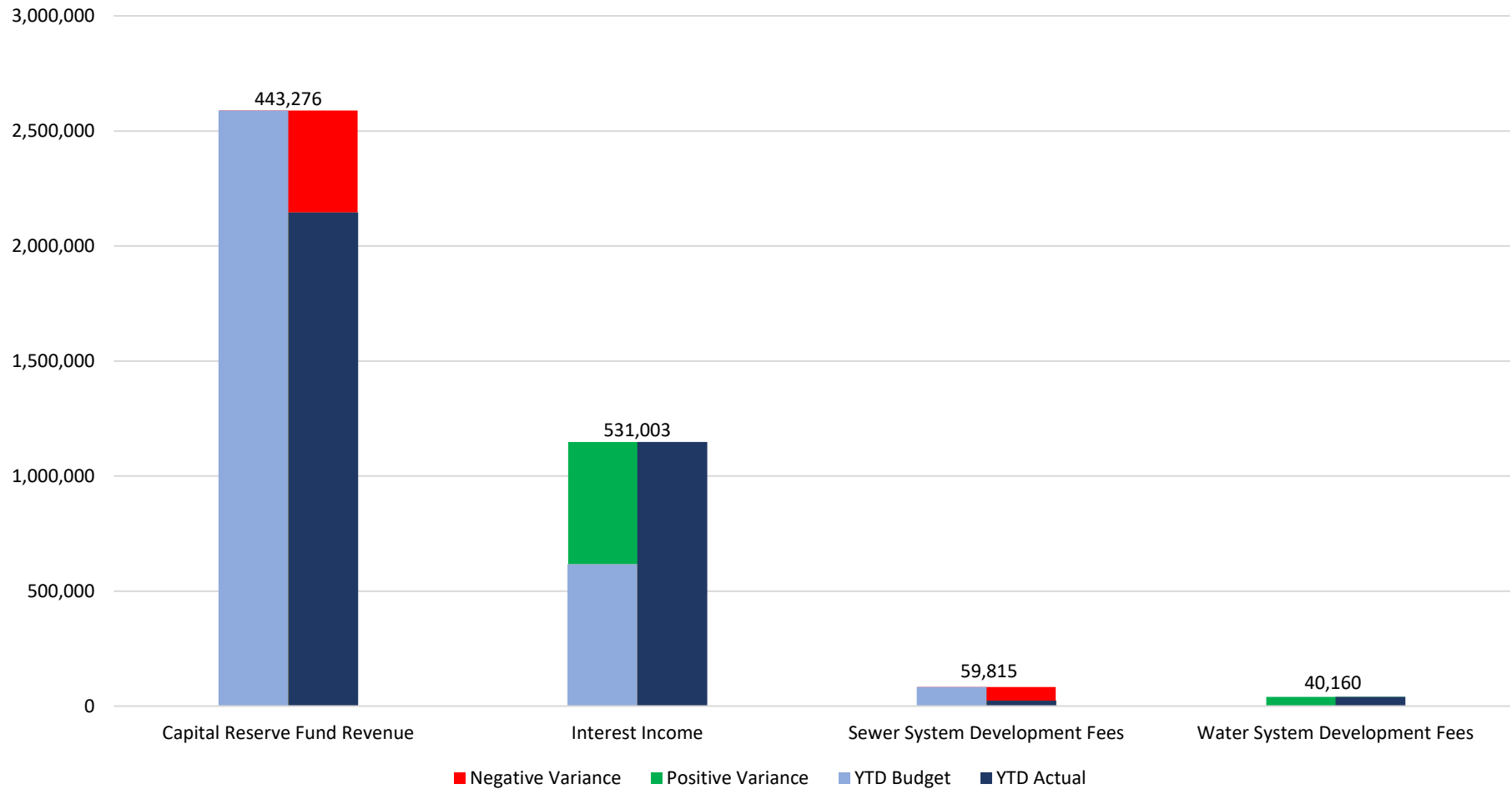
**-Water Sales-** For Jan-Dec 2023, the District used 162,873,000 less gallons (11.38% less) compared to Jan-Dec 2022. Water use is 22.62% less than budgeted for 2023. The significant rainfall in May, June, July has kept consumption down. Water used in December is not billed to customers until January and February.

### Operating Revenues YTD Actual vs Budget



**-Miscellaneous Income-** Received a payment of \$11,300 from CEBT (Health insurance provider) because of a favorable Medical Loss Ratio for 2022. Received a reimbursement of \$5,547.12 for safety equipment from the CSD pool. There have been multiple CORA requests which have ended up taking a significant amount of time which resulted in charges to the requesters. In August we received a large settlement payment for the Red Zone Tank liner, we performed the sewer cleaning and TV inspection for Fossil Ridge which was billed (\$93,846.74) and received, and we received the cost sharing payment for the Kipling Sewer project for \$250,000.

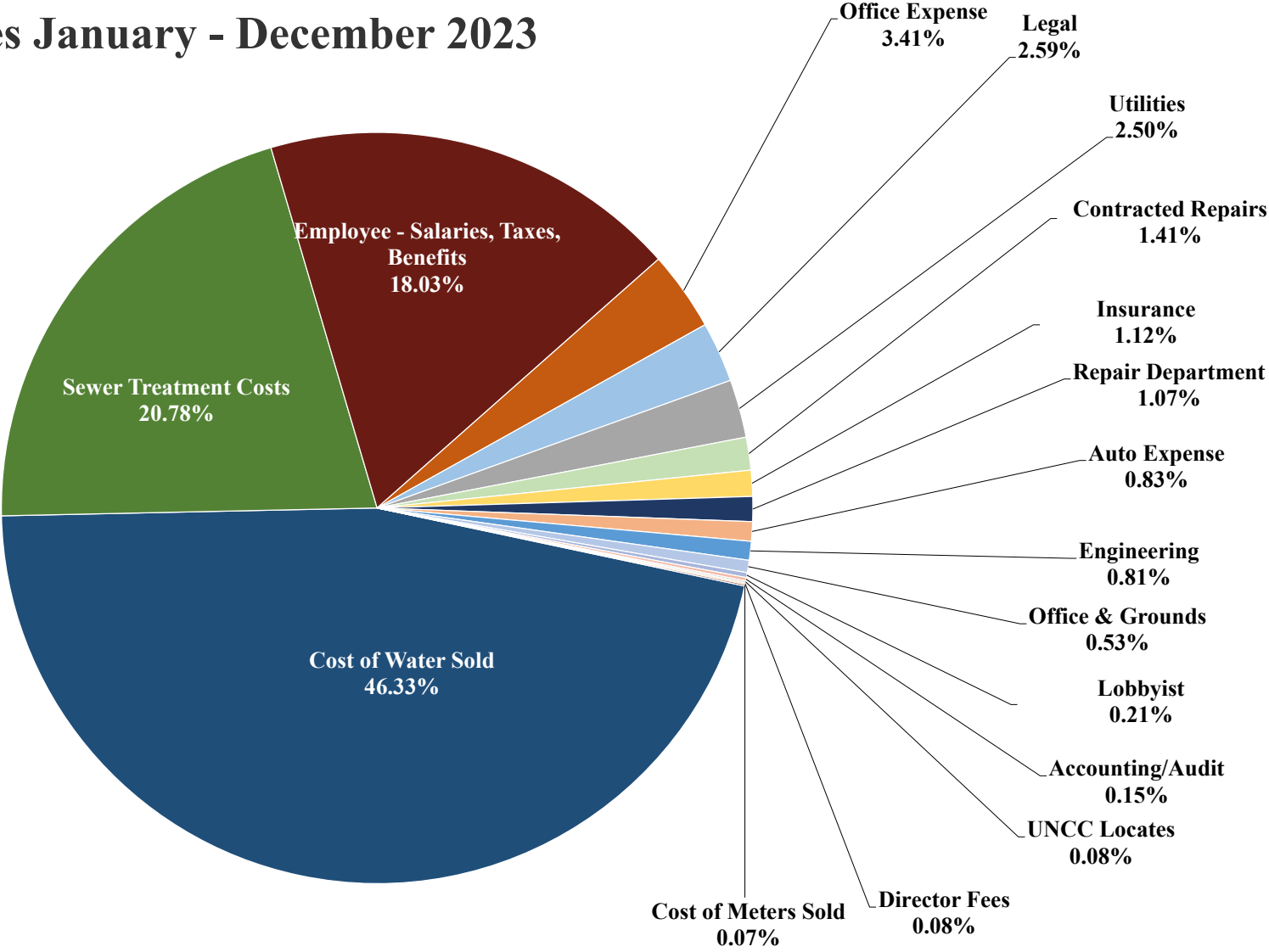
### Non-Operating Revenues YTD Actual vs Budget



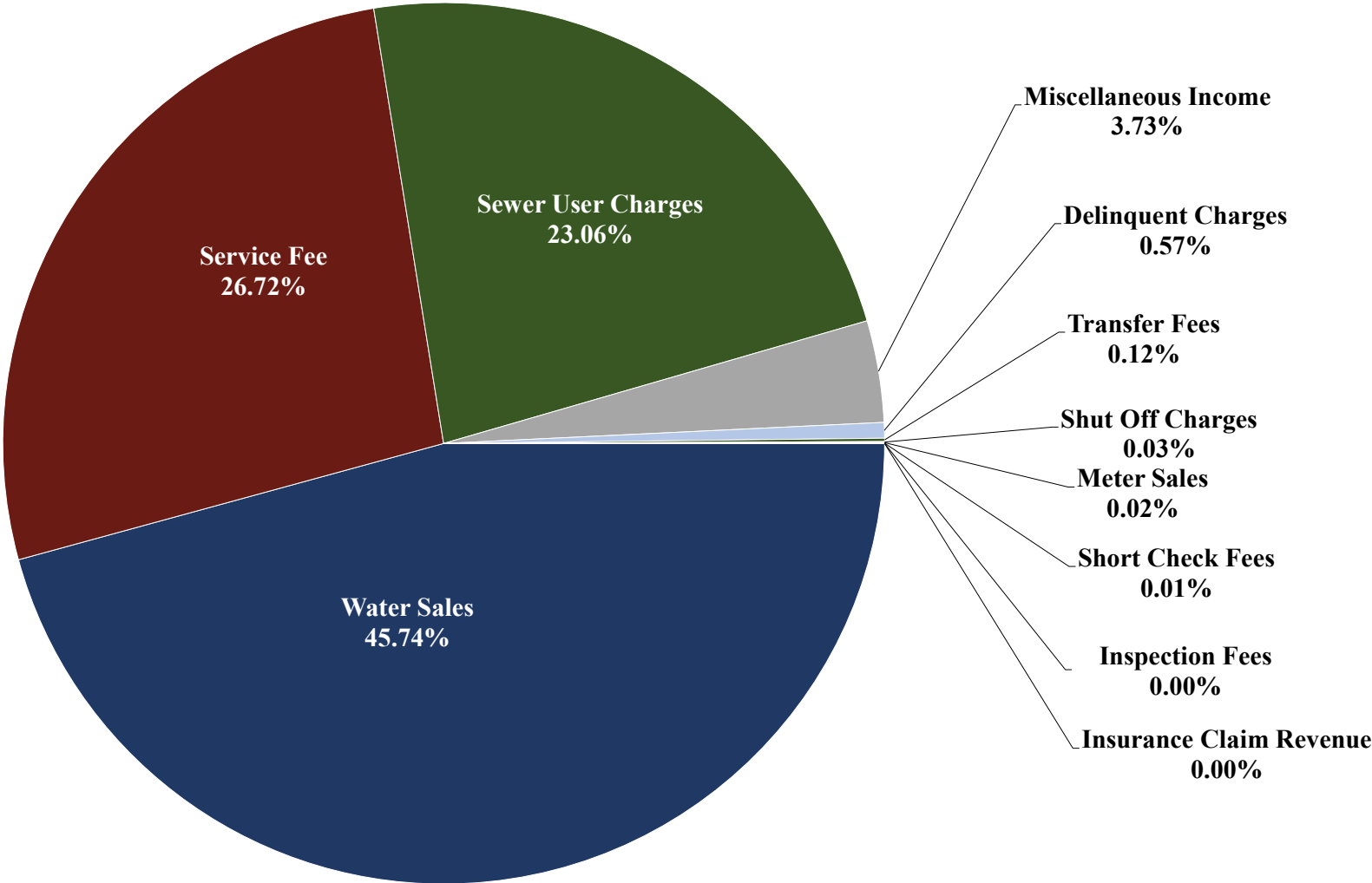
**-Capital Reserve Fund Revenue-** For Jan-Dec 2023, the District used 162,873,000 less gallons (11.38% less) compared to Jan-Dec 2022. Water use is 22.62% less than budgeted for 2023. The significant rainfall in May, June, July has kept consumption down. Water used in December is not billed to customers until January and February.

**-Interest Income-** The federal reserve voted in July to increase rates another 0.25% bringing the range to 5.25-5.50%.

# Operating Expenses January - December 2023



# Operating Revenues January - December 2023







December 8, 2023

To the Board of Directors and Management of Green Mountain Water and Sanitation District

We are pleased to confirm our understanding of the services we are to provide Green Mountain Water and Sanitation District for the year ended December 31, 2023.

**Audit Scope and Objectives**

We will audit the financial statements and the disclosures, which collectively comprise the basic financial statements of Green Mountain Water and Sanitation District as of and for the year ended December 31, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement Green Mountain Water and Sanitation District’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Green Mountain Water and Sanitation District’s RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management’s Discussion and Analysis
- 2) GASB – required Supplementary Pension Schedules
- 3) GASB – required Supplementary OPEB Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies Green Mountain Water and Sanitation District’s financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor’s report on the financial statements:

- 1) Budgetary Comparison Schedule

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor’s report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning:

According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks. We have not identified any additional significant risks: however, planning has not concluded, and modifications may be made.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Green Mountain Water and Sanitation District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Other Services**

We will also prepare the financial statements of Green Mountain Water and Sanitation District in conformity with accounting principles generally accepted in the United States of America based on information provided by you. We will also prepare the pension and OPEB journal entries based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of

the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

Dropbox is used solely as a method of exchanging information and is not intended to store the District's information. Upon completion of the engagement, data and other content will be removed from Dropbox 60 days after report issuance.

The audit documentation for this engagement is the property of Crady, Puca & Associates and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to grantor or cognizant agencies or a federal agency providing direct or indirect funding. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Crady, Puca & Associates personnel. Additionally, access to work papers will be granted to other firms of Certified Public Accountants for our firm's required participation in the American Institute of Certified Public Accountants "Peer Review" process. If requested, access to such work papers will be provided under the supervision of Crady, Puca & Associates personnel.

Debbie Crady is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately March 4, 2024 and to issue our reports no later than June 30, 2024.

Our fee for these services will not exceed \$16,500 which includes the fees for our non-attest services noted above. We will bill separately for out-of-pocket costs such as report reproduction, postage, and travel outside of the Denver metro area. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We certify that we shall comply with the provisions of CRS 8-17.5-101, et seq. We shall not knowingly employ or contract with an illegal alien to perform work under this contract or enter into a contract with a subcontractor that knowingly employs or contracts with an illegal alien to perform work under this contract. We shall comply with all reasonable requests made in the course of an investigation by the Colorado Department of Labor and Employment. If we fail to comply with any requirement of this provision 8-17.5-101, et seq., Green Mountain Water and Sanitation District may terminate this contract for breach of contract, and we shall be liable for actual and consequential damages to Green Mountain Water and Sanitation District.

**Reporting**

We will issue a written report upon completion of our audit of Green Mountain Water and Sanitation District's financial statements. Our report will be addressed to the Board of Directors of Green Mountain Water and Sanitation District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Green Mountain Water and Sanitation District 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 attached copy and return it to us.

Very truly yours,

*Debbie Crady*

Debbie L. Crady, CPA

CRADY, PUCA & ASSOCIATES

RESPONSE:

This letter correctly sets forth the understanding of Green Mountain Water and Sanitation District.

Management signature: \_\_\_\_\_

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

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

Governance signature: \_\_\_\_\_

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

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



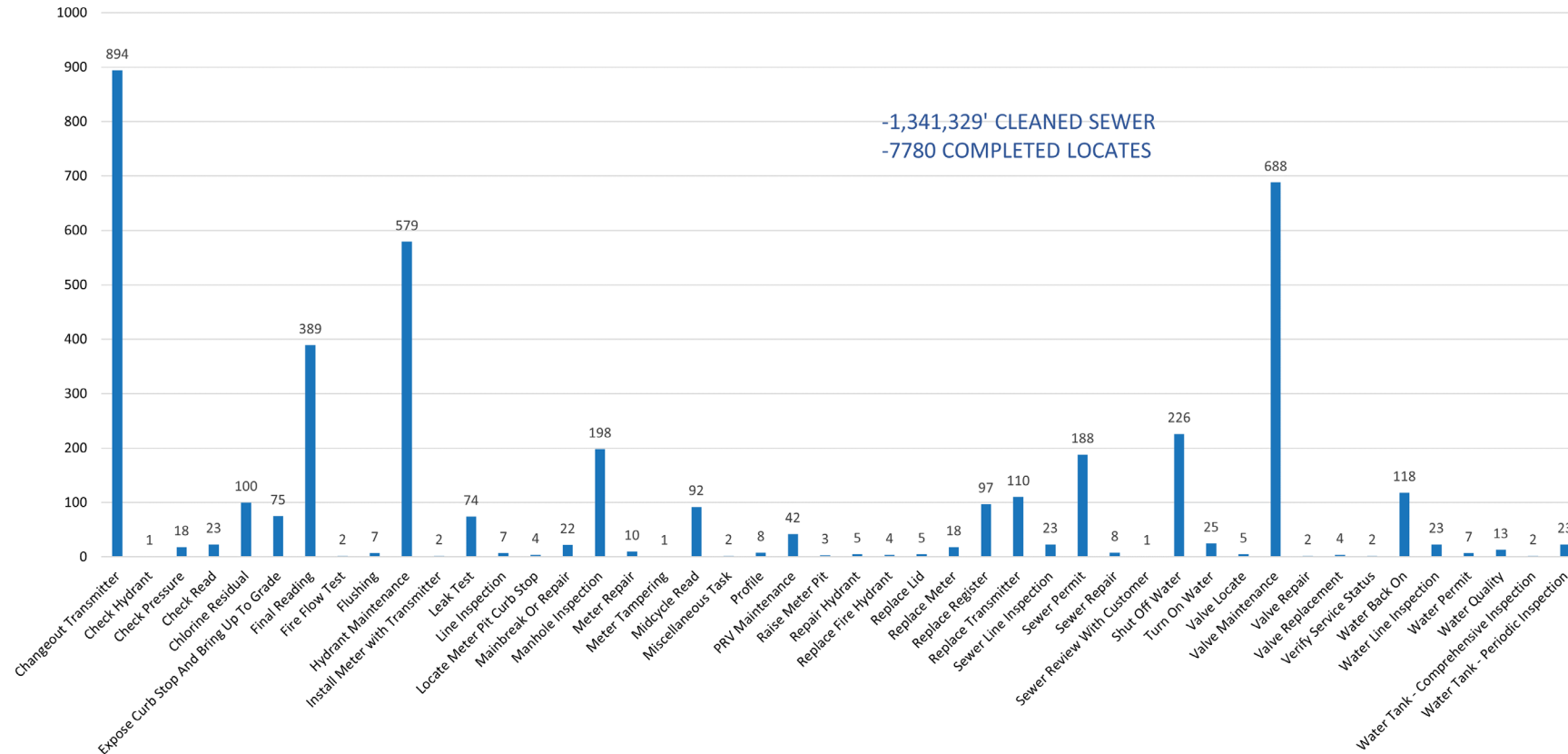
# DISTRICT STATUS REPORT

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JANUARY 9, 2024

# Operations and Maintenance Report

Year to Date 2023



# Operations and Maintenance Report

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## Four main breaks in December

- 9283 W Kentucky Pl 8" CIP installed in 1965, break due to corrosion
- 122 Zang Ct 4" CIP installed in 1976, break due to ground movement
- 1467 S Yank St" CIP installed in 1968, break due to ground movement
- 12282 W Ohio Pl 8" CIP installed in 1960, break due to ground movement
- There was a total of 22 main breaks for the year

## Insurance work

- Knight Commercial is working on the siding at the office, should be completed by end of week





# Fed Center

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## Engineering Interviews

- After reviewing and applying the selection matrix, 4 firms were selected for interviews
- Pinyon, Langan, TRC and Trihydro will be scheduled for interviews
- Dates for interviews TBD



# Infrastructure Replacement Projects

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## 2024 IRP

- Surveying is complete
- Design has begun, RG has all GMWSD/DW specifications for implementation into the plans
- Submittal & review January 2024
- Bid will be 2 projects on Bidnet when all reviewing agencies have completed reviews
- Construction complete late Q3 to early Q4 2024



# Development Reviews

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## Car wash at 11907 W Alameda Pkwy

- JVA will be providing a memo summarizing d/D and system pressure impacts of this carwash on the District sewer collection and water distribution systems

## Fletcher Miller School

- Miller and Assoc. have been given plans for the review of a Jefferson County school that will be built on the existing lot and the old school will be demolished once the new school is operational

**ANNUAL RESOLUTION OF  
THE BOARD OF DIRECTORS OF THE  
GREEN MOUNTAIN WATER AND SANITATION DISTRICT**

At a regular meeting of the Board of Directors of the Green Mountain Water and Sanitation District, Jefferson County, Colorado, held at 6:00 P.M., on Tuesday, January 9, 2024, at Green Mountain Water and Sanitation District, 13919 West Utah Avenue, Lakewood, Colorado, at which a quorum was present, the following resolution was adopted:

**WHEREAS**, the Green Mountain Water and Sanitation District (the “District”) was organized as a special district pursuant to an Order of the District Court in and for the County of Jefferson, Colorado, dated February 11, 1952 and is located within Jefferson County; and

**WHEREAS**, the Board of Directors of the District (collectively referred to as the “Board” or individually as “Director(s)”) has a duty to perform certain obligations in order to assure the efficient operation of the District; and

**WHEREAS**, § 32-1-306, C.R.S. requires the District to file a current, accurate map of its boundaries with the County Assessor, County Clerk and Recorder and the Division of Local Government (the “Division”) on or before January 1 of each year; and

**WHEREAS**, §§ 24-10-109 and 24-32-116, C.R.S. require that the District provide its name, its principal address and/or mailing address, the name of its agent and the agent’s mailing address to the Department of Local Affairs (the “Department”) and keep such information updated regularly; and

**WHEREAS**, § 32-1-809, C.R.S. requires that the Board provide notice, containing certain information about the District, to the eligible electors of the District no more than sixty (60) days prior to and not later than January 15; and

**WHEREAS**, § 32-1-104(2), C.R.S. requires that the District, on or before January 15, file a copy of the notice required by § 32-1-809, C.R.S. with the Board of County Commissioners, the County Assessor, the County Treasurer, the County Clerk and Recorder in each county in which the District is located, the governing body of any municipalities in which the District is located and the Division; and

**WHEREAS**, the Local Government Budget Law of Colorado, §§ 29-1-101 *et seq.*, C.R.S., requires the Board to hold a public hearing on proposed budgets and amendments thereto, to adopt budgets and to file copies of the budgets and amendments thereto; and

**WHEREAS**, § 29-1-205(1), C.R.S. requires the District to file a current list of all contracts in effect with other political subdivisions within thirty (30) days of receiving a request therefor from the Division; and

**WHEREAS**, in accordance with the Public Securities Information Reporting Act, §§ 11-58-101 *et seq.*, C.R.S., issuers of nonrated public securities shall make public within sixty (60)

days following the end of each of such issuer's fiscal year, an annual information report or reports with respect to any of such issuer's nonrated public securities which are outstanding as of the end of each such fiscal year; and

**WHEREAS**, in accordance with § 29-1-604(1), C.R.S., if expenditures and revenues of the District are not in excess of \$100,000, the District may file an exemption from audit with the State Auditor; or in accordance with § 29-1-604(2)(b), C.R.S., if expenditures and revenues of the District for any fiscal year commencing on or after January 1, 2015, are at least \$100,000, but not more than \$750,000, the District may file an exemption from audit with the State Auditor; or in accordance with § 29-1-603, C.R.S., the governing body of the District shall cause to be made an annual audit of the financial statements for each fiscal year; and

**WHEREAS**, the Unclaimed Property Act, §§ 38-13-101 *et seq.*, C.R.S., requires that governmental subdivisions, if applicable, file an annual report listing unclaimed property with the State Treasurer by November 1 of each year; and

**WHEREAS**, pursuant to § 32-1-103(15), C.R.S., the legal notices of the District must be published in one newspaper of general circulation in the District, and if there is not one such newspaper of general circulation, then in one newspaper in each county in which the District is located; and

**WHEREAS**, pursuant to § 24-6-402(2)(c), C.R.S., in addition to any other means of full and timely notice, the Board shall annually designate at the first meeting of the calendar year a posting place within the boundaries of the District for posting of notices; and

**WHEREAS**, § 32-1-903(2), C.R.S. which incorporates by reference § 24-6-402(2)(c), C.R. requires that notice of the time and place designated for all regular meetings shall be posted no less than 24 hours prior to the holding of meetings on the Green Mountain Water and Sanitation District website, which is accessible at [www.greenmountainwater.org](http://www.greenmountainwater.org) ; and

**WHEREAS**, § 32-1-903(1), C.R.S. requires that the Board shall meet regularly at a time and place to be designated by the Board that is within the boundaries of the District or within the boundaries of any county in which the District is located, in whole or in part, or in any county so long as the meeting location does not exceed twenty miles from the District boundaries, unless the proposed change of location for a meeting appears on the Board agenda of a regular or special meeting and a resolution is adopted stating the reason for which a meeting of the Board is to be held in a location other than under the provisions of § 32-1-903(1), C.R.S. and further stating the date, time and place of such meeting; and

**WHEREAS**, pursuant to § 32-1-904, C.R.S., the office of the District shall be at some fixed place to be determined by the Board; and

**WHEREAS**, pursuant to § 32-1-901(1), C.R.S., each Director, within thirty (30) days after his or her election or appointment to fill a vacancy, must take an oath of office which must be filed with the Clerk of the Court and with the Division; and

**WHEREAS**, in accordance with § 32-1-901(2), C.R.S., at the time of filing said oath, there shall also be filed for each Director an acknowledging the surety coverage policy maintained by the District ; and

**WHEREAS**, pursuant to § 32-1-902(1), C.R.S., the Board shall elect one of its members as chairman of the Board and president of the District, one of its members as a treasurer of the Board and a secretary who may be a member of the Board, or the secretary and treasurer may be one individual, who in such case is a member of the Board; and

**WHEREAS**, the Directors may receive compensation for their services subject to the limitations imposed by § 32-1-902(3)(a), C.R.S.; and

**WHEREAS**, Directors are governed by § 32-1-902(3)(b), C.R.S., in effect since 1981, which requires any Director to disqualify himself or herself from voting on an issue in which he or she has a conflict of interest, unless the Director has properly disclosed such conflict in compliance with law; and

**WHEREAS**, Directors are governed by § 32-1-902(4), C.R.S., which requires any Director who owns undeveloped land that constitutes at least twenty percent (20%) of the territory included in the District to properly disclose such fact in compliance with the law; and

**WHEREAS**, §§ 32-1-1604 and 32-1-1101.5(1), C.R.S. require the Board to issue notice of indebtedness to the Board of County Commissioners and to record such notice with the County Clerk and Recorder in each county in which the District is located within thirty (30) days of incurring or authorizing indebtedness; and

**WHEREAS**, in accordance with §§ 32-1-1101.5(1.5) and (2), C.R.S., the Board of County Commissioners may require the District to file an application for the quinquennial finding of reasonable diligence; and

**WHEREAS**, in accordance with §§ 32-1-207(3)(c) and (d), C.R.S., the Board of County Commissioners or the governing body of a municipality in which the District is wholly or partially located may require the District to file a special district annual report; and

**WHEREAS**, in accordance with the Colorado Governmental Immunity Act, §§ 24-10-101, *et seq.*, C.R.S., the Board is given authority to obtain insurance; and

**WHEREAS**, the Colorado Open Meetings Law at § 24-6-402(2)(d.5)(II)(A), C.R.S. specifies that discussions that occur in an executive session of a local public body shall be electronically recorded; and

**WHEREAS**, pursuant to § 24-6-402(2)(d.5)(I)(E)(I)(B), C.R.S., if all or a portion on the discussion during executive session constitutes a privileged attorney client communication, no record or recording shall be required to be kept;

**WHEREAS**, pursuant to § 24-6-402(2)(d.5)(II)(E), C.R.S., such electronic recording of executive sessions shall be retained for at least ninety (90) days after the date of the executive session; and

**WHEREAS**, in accordance with § 32-1-104.8, C.R.S., the District must record a public disclosure document and a map of the boundaries of the District with the County Clerk and Recorder of each county in which the District is located at any time thereafter that an order or decree confirming the inclusion of real property into the District is recorded.

**NOW, THEREFORE**, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GREEN MOUNTAIN WATER AND SANITATION DISTRICT AS FOLLOWS:

1. The Board directs the District's engineer to prepare an accurate map as specified by the Division for filing with the County Assessor, County Clerk and Recorder and the Division as required by statute on or before January 1, if applicable.
2. The Board directs legal counsel to notify the Department of the District's name, principal address and/or mailing address, agent's name and agent's mailing address in accordance with §§ 24-10-109 and 24-32-116, C.R.S.
3. The Board directs the District manager to: (1) provide notice, containing certain information about the District, to the eligible electors of the District, not earlier than November 16 and not later than January 15, in the manner set forth in § 32-1-809, C.R.S; and (2) in accordance with § 32-1-104(2), C.R.S., file a copy of the notice with the Board of County Commissioners, County Assessor, County Treasurer, County Clerk and Recorder's Office in each county in which the District is located, the governing body of any municipality in which the District is located and with the Division. The Board further directs that a copy of the notice shall be made available for public inspection at the principal business office of the District.
4. The Board directs the District manager to submit, or arrange for the submission of, a proposed budget to the Board by October 15; to schedule a public hearing on the proposed budget; to prepare a final budget, including any resolutions adopting the budget, appropriating moneys and fixing the rate of any mill levy; to prepare budget resolutions, including certification of mill levies and amendments to the budget if necessary; to certify the mill levies on or before December 15; and to file the approved budgets and amendments thereto with the proper governmental entities not later than thirty (30) days after the beginning of the fiscal year of the budget adopted, in accordance with the Local Government Budget Law of Colorado.
5. The Board directs the District manager to prepare and file, or arrange for the preparation and filing of, a current list of all contracts in effect with other political subdivisions with the Division within thirty (30) days of receiving a request therefor from the Division, if applicable.

6. The Board directs the District manager to prepare and file, or arrange for the preparation and filing of, the annual public securities report for nonrated public securities issued by the District with the Department within sixty (60) days following the end of the District's fiscal year, if applicable.
7. The Board directs the District manager to file, or arrange for the filing of, either an audit exemption application with the State Auditor within three (3) months after the close of the District's fiscal year or that an audit of the financial statements is prepared and submitted to the Board within six (6) months after the close of the District's fiscal year. Further, the Board directs that the audit report be filed with the State Auditor within thirty (30) days after the Board's receipt of the audit report from the auditor.
8. The Board directs the District manager to prepare, or arrange for the preparation of, the Unclaimed Property Act report and forward to the State Treasurer by November 1, if applicable.
9. The Board designates the Golden Transcript as a newspaper of general circulation within the boundaries of the District or in the vicinity of the District if none is circulated within the District and directs that all legal notices shall be published in accordance with applicable statutes in the Golden Transcript.
10. The Board designates Green Mountain Water and Sanitation District website at [www.greenmountainwater.org](http://www.greenmountainwater.org) as the posting place for notices of meetings in 2024 for purposes of § 24-6-402(2)(c), C.R.S. , except that in exigent or emergency circumstances such as a power outage or interruption in internet service that prevents the public from accessing the notice online, the posting place for notices of meetings in 2024 shall be at the office of the District at 13919 West Utah Avenue, Lakewood, Colorado, and
11. In addition the Board determines that regular and special meeting notices shall be posted on the Green Mountain Water and Sanitation District website at [www.greenmountainwater.org](http://www.greenmountainwater.org) ; and
12. Emergency meetings may be called without notice, if notice is not practicable, by the president of the Board or any two (2) Board members in the event of an emergency that requires the immediate action of the Board in order to protect the public health, safety and welfare of the property owners and residents of the District. If possible, notice of such emergency meeting may be given to the members of the Board by telephone or whatever other means are reasonable to meet the circumstances of the emergency, and shall be provided to the public via any practicable means available, *if any*, including, but not limited to, posting notice of such emergency meeting on the District's website, if any. At such emergency meeting, any action within the power of the Board that is necessary for the immediate protection of the public health, safety and welfare may be taken;



provided however, that any action taken at an emergency meeting shall be ratified at the first to occur: (a) the next regular meeting of the Board, or (b) the next special meeting of the Board.

13. The Board determines to hold regular meetings the second Tuesday of each month at 6:00 p.m. at Green Mountain Water and Sanitation District, 13919 West Utah Avenue, Lakewood, Colorado.
14. Pursuant to § 32-1-904, C.R.S., the Board determined that the office of the District shall be at 13919 West Utah Avenue, Lakewood, Colorado.
15. Pursuant to § 32-1-901, C.R.S., the Board directs legal counsel to prepare, administer and file an oath of office and procure a surety bond for each Director as required by § 32-1-901, C.R.S. in the total amount of \$10,000 and to file copies of each with the Clerk of the Court and the Division.
16. The District hereby elects the following officers for the District:

President:	Karen Morgan
Vice President:	David Garner
Treasurer:	Todd Hooks
Secretary:	David Wiechman
17. The Board directs that each director may receive compensation for services as Directors in accordance with §§ 32-1-902(3)(a)(I) and (II), C.R.S.
18. The Board has determined that legal counsel will file conflict-of-interest disclosures provided by Directors with the Secretary of State seventy-two (72) hours prior to each meeting of the Board. In addition, written disclosures provided by Directors required to be filed with the governing body in accordance with § 18-8-308, C.R.S. shall be deemed filed with the Directors of the District when filed with the Secretary of State.
19. In accordance with §§ 32-1-1604 and 32-1-1101.5(1), C.R.S., the Board directs the District manager to issue, or arrange for the issuance of, notice of indebtedness to the Board of County Commissioners and to record such notice with the County Clerk and Recorder in each county in which the District is located within thirty (30) days of incurring or authorizing any indebtedness.
20. The Board directs the District manager to prepare and file with the Board of County Commissioners, if requested, the quinquennial finding of reasonable diligence in accordance with §§ 32-1-1101.5(1.5) & (2), C.R.S.
21. The Board directs the District manager to prepare and file, if requested, the special

district annual report in accordance with §§ 32-1-207(3)(c) and (d), C.R.S.

22. Prior to renewal of current policies, the Board directs the District manager to obtain proposals for insurance to insure the District against all or any part of the District's liability for injury, to insure the Directors acting within the scope of employment by the Board against all or any part of such liability for an injury and to insure against the expense of defending a claim for injury against the District or its Board. The Board will annually review all insurance policies in effect.
23. The Board directs the custodian of all electronic recordings of executive sessions to retain all electronic recordings of executive sessions for purposes of the Colorado Open Meetings Law for ninety (90) days after the date of the executive session. The Board further directs the custodian to systematically delete all recordings of executive sessions made for purposes of the Colorado Open Meetings Law at its earliest convenience after the ninetieth (90<sup>th</sup>) day after the date of the executive session.
24. The Board directs the District manager to prepare, or arrange for the preparation of, the special district public disclosure statement in accordance with § 32-1-104.8, C.R.S. and record the statement with the County Clerk and Recorder at any such time as a decree or order of inclusion of real property into the District's boundaries is recorded.

**[The remainder of this page is intentionally left blank.]**

Whereupon, a motion was made and seconded, and upon a majority vote this Annual Resolution was approved by the Board.

**ADOPTED AND APPROVED THIS \_\_\_\_ DAY OF JANUARY 2024.**

GREEN MOUNTAIN WATER AND SANITATION  
DISTRICT

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Karen Morgan, President

ATTEST:

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Dave Wiechman, Secretary

## CERTIFICATION

I, \_\_\_\_\_, Secretary of the Board of the Green Mountain Water and Sanitation District, do hereby certify that the annexed and foregoing Resolution is a true copy from the records of the proceedings of the Board of said District, on file at the District office and with Dylan Woods, general counsel to the District.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the District, at the County of Jefferson, Colorado, this \_\_\_\_\_, day of January 2024.

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Dave Wiechman, Secretary

