SilverCreek Water and Sanitation District Board of Director's Meeting February 14, 2023 at 6:00 p.m. 336 Spruce Drive, SilverCreek, CO Agenda

- 1. Minutes of January 10, 2023
- 2. Attorney's Report
- 3. Operator's Report (January 2023)
- 4. Manager's Report
- 5. Bank Update
- 6. Rate study review Rate fee discussion.
- 7. Financial Statements Dated December 31, 2022
- 8. Other Discussion Items as suggested by the Board of Directors, Manager or Counsel
- 9. Set or cancel the next Board Meeting March 14, 2023

MINUTES

SILVERCREEK WATER AND SANITATION DISTRICT GRAND COUNTY, COLORADO

The Board of Directors of the SilverCreek Water and Sanitation District, Grand County, Colorado, met on Tuesday, January 10, 2023, at the District Office, located at 336 Spruce Drive, SilverCreek, Colorado

Director's present were: Lou Arnold, Andrew Burns, Brian Dornbusch, Steve Peters, Tina Steinberg. Also present were Dennis Troutman, District Manager, Sarah Villa, Office Manager, and Jack DiCola, Legal Counsel.

It was noted that a quorum was present. Steve Peters called the meeting to order at 6:02 p.m.

- 1. Minutes of November 8, 2022 Board Meeting. Brian Dornbusch motioned to approve the minutes dated November 8, 2022. Andrew Burns seconded the motion. All voted aye. The motion was approved.
- Attorney's Report.
 Jack hasn't spoken with Jennifer DiLalla but will reach out to her to get a report.
- Operator's Report; November & December 2022.
 Dennis Troutman reviewed the Operator's Report for November & December 2022.
- 4. Manager's Report.

The meeting with SilverCreek Water and Sanitation, the Town of Granby, Granby Ranch, the Hendrix Water Engineers, and the Water Attorneys was not productive Granby and Granby Ranch keep dragging their feet and stalling on reporting and meeting with the Division Engineer.

The board discussed reporting and would like Dennis, Jennifer and Jack to move forward with the District reporting our own water use as soon as possible.

- 5. 2023 Meeting Posting Sites Resolution 2023-01-10-01
 Brian Dornbusch motioned to approve Resolution 2023-01-10-01, a Resolution stating the 2023 Meeting Posting Sites. Andrew Burns seconded the motion. All voted aye. The resolution was approved.
- 6. 2022 Audit Engagement Letter Resolution 2023-01-10-02
 Andrew Burns motioned to approve Resolution 2023-01-10-02, a Resolution Approving an Audit
 Agreement with McMahan and Associates, LLC. Brian Dornbusch seconded the motion. All voted aye.
 The resolution was approved.
- 7. 2023 Election
- a. Call for a Regular District Election and Appoint a Designated Election Official Resolution 2023-01-10-03 Andrew Burns Motioned to approve Resolution 2023-01-10-03 a Resolution Calling for a Regular District Election and Appointing a Designated Election Official. Tina Steinberg seconded the motion. All voted aye the resolution was approved.
- b. Authorizing Designated Election Official to Cancel Election Resolution 2023-01-10-04

Tina Steinberg motioned to approve Resolution 2023-01-10-04 a Resolution Authorizing Designated Election Official to Cancel Election. Andrew Burns seconded the motion. All voted aye. The resolution was approved.

8. New Accountant & Banking Options

Brian Dornbusch motioned to approve the agreement with Simonson and Associates Accounting Firm and the District Nunc Pro Tunc Dated December 15, 2022. Andrew Burns seconded the motion. All voted aye. The motion was approved. Jack will draft a resolution to be signed at the next meeting.

The board reviewed the bank information from Sarah. Brian Dornbusch motioned to direct Sarah to do everything necessary to close the checking and escrow accounts at United Business Bank and open checking and escrow accounts at City Wide Bank in Fraser. Andrew Burns seconded the motion. All voted aye the motion was passed.

9. Change New Tap Billing from monthly for the first 9 months to Automatically adding new taps to the quarterly billing.

The board discussed and see no reason to continue the monthly billing for new taps. Andrew Burns motioned to have new taps be added immediately upon purchase to the quarterly billing. Brian Dornbusch seconded the motion. All voted aye. The motion was passed.

10. Change Late fee to \$50.00 plus 2% Tabled to next meting

11. Financial Statements Dated October 31, 2022 & November 30, 2022. The Board reviewed the October 31, 2022 & the November 30, 2022 financials.

Brian Dornbusch motioned to approve checks 12564 through and including check 12605, for the month ending November 30, 2022. Andrew Burns seconded the motion. All voted aye. The motion was approved.

Lou Arnold motioned to approve checks 12606 through and including check 12634, for the month ending December 31, 2021. Andrew Burns seconded the motion. All voted aye. The motion was approved.

- Other Discussion Items as suggested by the Board of Directors, Manager or Counsel. The board would like Dennis to review the rate study and possibly raise the rate accordingly. This will be added to the next board meeting agenda.
- 13. Set Next Board Meeting February 14, 2023.

 Board meeting will be held February 14, 2023, at the District Office at 6:00 p.m.

At 7:05 p.m., Steve Peters motioned to adjourn the Meeting. Andrew Burns seconded the motion. The vote to approve was unanimous.

APPR	OVED:	
	rian Dornbusch, Secretary	

OPERATOR'S REPORT JANUARY 2023

- 1. Performed twice weekly vault operation checks and servicing.
- 2. Some time spent on snow removal Clearing garage lot, access to vaults on Village Rd.
- 3. Attended ZOOM meeting conducted by Jennifer DeLalla. Granby, Granby Ranch and Hendrix Engineering were participants. Attempting to get an accounting of the Districts water use.
- 4. Updating meter database.
- 5. Checking and clearing snow from hydrants.



SilverCreek Water & Sanitation District

Monthly Financial Reports

For the month ending December 31, 2022

2:48 PM 02/07/23 **Accrual Basis**

SILVERCREEK WATER & SANITATION DISTRICT Balance Sheet Prev Year Comparison As of December 31, 2022



		Dec 31, 22	Dec 31, 21	\$ Change	% Change
A	SSETS				
	Current Assets				
	Checking/Savings				
	1030 · Cash in Checking - UBB	231,431.50	205,646.26	25,785.24	12.5%
	1046 · Cash in UBB- Escrow 1047 · Cash in ColoTrust	5,060.43	5,047.81	12.62	0.3%
	1047 · Cash in Colo Frust	1,429,758.33	1,335,388.49	94,369.84	7.1%
	Total Checking/Savings	1,666,250.26	1,546,082.56	120,167.70	7.8%
	Accounts Receivable				
	1100 · Accounts Receivable	4,076.82	1,755.86	2,320.96	132.2%
	Total Accounts Receivable	4,076.82	1,755.86	2,320.96	132.2%
	Other Current Assets				
	1090 · Cash with County Treasurer	0.00	1,319.03	-1,319.03	100.00/
	1200 · Undeposited Funds	0.00	252.63	-252.63	-100.0% -100.0%
	1205 · Prepaid Expenses	1,206.70	7,240.00	-6,033.30	-100.0% -83.3%
	Total Other Current Assets	1,206.70	8,811.66	-7,604.96	-86.3%
	Total Current Assets	1 671 522 70			
		1,671,533.78	1,556,650.08	114,883.70	7.4%
	Fixed Assets				
	1610 · Land	70,570.88	70,570.88	0.00	0.0%
	1620 · Buildings	281,496.57	281,496.57	0.00	0.0%
	1630 · Furniture & Fixtures	1,192.00	1,192.00	0.00	0.0%
	1640 · Machinery & Equipment	7,734.07	7,734.07	0.00	0.0%
	1650 · Vehicles	114,623.83	114,623.83	0.00	0.0%
	1660 · Water System	1,405,728.21	1,405,728.21	0.00	0.0%
	1670 · Sewer System	667,525.79	667,525.79	0.00	0.0%
	1680 Right-of-Way Water Rights	122,006.73	122,006.73	0.00	0.0%
	1691 · Less Accumulated Depreciation	-1,892,142.27	-1,852,715.47	-39,426.80	-2.1%
	Total Fixed Assets	778,735.81	818,162.61	-39,426.80	-4.8%
	Other Assets				
	1810 · Property Taxes Receivable	196,977.00	196,977.00	0.00	0.0%
	Total Other Assets	196,977.00	196,977.00	0.00	0.0%
то	TAL ASSETS	2,647,246.59	2,571,789.69	75,456.90	2.9%
	ABILITIES & EQUITY				
	Liabilities				
	Current Liabilities				
	Accounts Payable				
	2050 · Accounts Payable	0.00	1,182.78	-1,182.78	-100.0%
	Total Accounts Payable	0.00	1,182.78	-1,182.78	-100.0%
	Other Current Liabilities				
	2100 · Accrued Payables	2,400.00	2,400.00	0.00	0.0%
	2330 · State Withholding Tax Payable	440.00	0.00	440.00	100.0%
	2340 · SUTA Payable	-39.49	0.00	-39.49	-100.0%
	2380 · CCOERA Payable	6,748.39	2,743.19	4,005.20	146.0%
	2450 · W/S Fees Payable - Granby/Town	-43,258.72	13,901.91	-57,160.63	-411.2%
	2460 · W/S Fees Payable - Granby San	284.50	61,001.50	-60,717.00	-99.5%
	2490 · Deferred Property Taxes	196,977.00	196,977.00	0.00	0.0%
	2530 · Rents Received in Advance	38,500.00	38,500.00	0.00	0.0%
	2531 · Amortization of Rents	-33,905.60	-33,905.60	0.00	0.0%
	Total Other Current Liabilities	168,146.08	281,618.00	-113,471.92	-40.3%
	Total Current Liabilities	168,146.08	282,800.78	-114,654.70	-40.5%
	Fotal Liabilities	168,146.08	282,800.78	-114,654.70	-40.5%
E	Equity				
	2970 · Contributed Capital	1,387,464.46	1,387,464.46	0.00	0.0%

2:48 PM 02/07/23 Accrual Basis

SILVERCREEK WATER & SANITATION DISTRICT Balance Sheet Prev Year Comparison



As of December 31, 2022

	Dec 31, 22	Dec 31, 21	\$ Change	% Change
2980 · Fund Balance 2990 · Fund Balance - Restricted Net Income	893,524.45 8,000.00 190,111.60	768,500.68 8,000.00 125,023.77	125,023.77 0.00 65,087.83	16.3% 0.0% 52.1%
Total Equity	2,479,100.51	2,288,988.91	190,111.60	8.3%
TOTAL LIABILITIES & EQUITY	2,647,246.59	2,571,789.69	75,456.90	2.9%

SilverCreek Water and Sanitation District Supplementary Information - Cash and Investments as of December 31, 2022

CASH & CASH EQUIVALENTS	Face Amount	Interest Rate
1030 - Checking 1046 - Cash in Escrow	\$231,431.50 \$5,060.43	0.05% 0.10%
TOTAL CASH	\$236,491.93	
LONG TERM INVESTMENTS 1047 - Cash in ColoTrust	\$1,429,758.33	varies
TOTAL CASH & INVESTMENTS	\$1,666,250.26	

SILVERCREEK WATER & SANITATION DISTRICT Profit & Loss Budget Performance December 2022

Accrual Basis 02/07/23 2:51 PM

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Annual B		98,952.00		450.00	00.000,1	23,360.00	4,000.00	1,000.00	196,977.00		9,000.00	7,500.00	337,239.00	337,239.00		6 500 00	250.00	7 000 00	50.00	1 500 00	2.500.00	7,800,00		6.000.00	1.600.00	12,000.00	1,000.00		5,000.00	7,000.00	150.00	1,800.00	10,000.00	6,000.00	1,000.00	3,000.00	3.000.00	1.500.00	12,000.00		10,000.00	25,000.00
% of Bu		97.2%	27	170.1%	105.0%	140.0%	183.8%	2,454.7%	100.2%		133.5%	100.9%	134.6%	134.6%		76 5%	%0.0	101.2%	%0.09	65.5%	%0.0	126.6%		78.3%	68.0%	71.8%	237.5%		78.2%	205.8%	81.3%	4.9%	39.8%	108.6%	%0.0	125.6%	189.7%	105.3%	14.1%		323.2%	135.0%
YTD Bud		98,952.00	000	450.00	00.000,1	23,360.00	4,000.00	1,000.00	196,977.00		9,000.00	2,300.00	337,239.00	337,239.00		6.500.00	250.00	7.000.00	50.00	1.500.00	2,500.00	7.800.00		6,000.00	1,600.00	12,000.00	1,000.00		5,000.00	7,000.00	150.00	1,800.00	10,000.00	6,000.00	1,000.00	3,000.00	3,000.00	1,500.00	12,000.00		10,000.00	25,000.00
Jan - Dec		96,192.75	630.00	1 050 00	1,030.00	32,704.00	00.068,7	24,546.86	197,400.17	508.20	12,011.81	75,979.00	453,809.73	453,809.73		4 970 00	00.0	7.085.00	30.00	982.64	0.00	9.873.87	39,426.80	4,700.00	1,087.41	8,621.76	2,374.91	179.17	3,912.00	14,408.30	121.94	88.00	3,976.40	6,516.97	0.00	3,768.16	5,689.71	1,579.10	1,697.08		32,317.50	33,743.21
% of Bu		27.0%	700	%0.08 0.08	0.0	0.0%	%0.0	6,273.4%	100.0%		718.6%	0.00	216.3%	216.3%		%0.0	%0.0	0.0%	%0.0	54.8%	%0.0	100.0%		%0.0	49.8%	289.4%	%0.0		459.7%	291.8%	72.8%	0.0%	145.4%	0.0	%0.0	43.0%	%0:0	100.0%	%0.0		%0.0	0.3%
Budget		4,952.00	27 60	93.33	5	0.00	222.23	83.33	0.00	1	750.00	200	6,447.82	6,447.82		450.00	20.83	0.00	00.9	125.00	300.00	0.00		200.00	225.00	1,000.00	65.00		325.00	400.00	12.50	150.00	650.00	500.00	0.00	250.00	250.00	0.00	1,000.00		650.00	2,000.00
Dec 22		2,821.00	340.00	349.09	900	0.00	0.00	5,227.62	295.97	0.00	889.65	0.00	13,948.91	13,948.91		0.00	00.0	0.00	0.00	68.56	0.00	14.80	00.00	0.00	112.00	2,893.82	0.00	0.00	1,494.00	1,167.00	9.10	0.00	945.00	0.00	0.00	107.42	0.00	166.20	0.00	į	0.00	6.50
	Ordinary Income/Expense	2060 - Construction English 2060 - Construction English	3070 - Finance Charges	3080 Inspection Fees	3090 · Tan Fees	3100 Tap Meter Fees	2420 Taylordment Fees	3130 · Investment income	3230 Comments Informe	3220 · Curr/Del Interest	3230 · Specific Ownersnip ⊥ax income 3865 · Other Income	3870 · Sale of Lot	Total Income	Gross Profit	Expense	5020 · Accounting	5024 · Advertising	5036 · Audit Expense	5045 · Bank Charges	5071 · Board Meeting Expense	5080 · Contract Labor	5110 · County Treasurer Fees	5130 · Depreciation	5135 · Director Fees	5143 · License, Fees & Memberships	5155 · CCOERA Expense	5160 · Education & Travel	5166 · Election Expense	51/1 · Engineer Fees	5335 · Insurance - General	5537 · Insurance - Health	5540 · Insurance - Workers Comp	5431 · Legal Fees	5455 Meter & Hardware Expense	5477 · Miscellaneous Expense	5561 · Office Supplies & Expense	5562 · Office Equipment	5585 · Payroll Taxes	5660 · Office Repairs & Maintenance	5662 · Operations Repairs & Maintenanc	5662.5 · Emergency Repair	5002 · Operations Repairs & Maintenanc - Other

SILVERCREEK WATER & SANITATION DISTRICT Profit & Loss Budget Performance December 2022

Accrual Basis 02/07/23 2:51 PM

	Dec 22	Budget	% of Bu	Jan - Dec	YTD Bud	% of Bu	Annual B
Total 5662 · Operations Repairs & Maintenanc	6.50	2,650.00	0.2%	66,060.71	35,000.00	188.7%	35,000.00
5737 · Telephone 5760 · Tool Eynanse	254.16	250.00	101.7%	2,695.83	3,000.00	89.9%	3,000.00
5766 · Truck/Backhoe Expense	1,288.43	0.00	100.0%	7,00.29	1,000.00	70.0% 119.6%	1,000.00 2.500.00
5800 · Utilities 5853 · Wages - Administration	652.89	500.00	130.6%	6,402.14	7,000.00	91.5%	7,000.00
5855 · Wages - Manager 5857 · Wages - Operations	6,481.26	3,272.00	198.1%	41,350.08	39,847.00	103.8%	39,847.00
Total Expense	20,642.22	15,426.33	133.8%	269,698.13	214,125.00	126.0%	214,125.00
Net Ordinary Income	-6,693.31	-8,978.51	74.5%	184,111.60	123,114.00	149.5%	123,114.00
Other Income/Expense Other Income 8110 · Sale of Assets	0.00			6,000.00			
Total Other Income	0.00			6,000.00			
Net Other Income	0.00			6,000.00			
Net Income	-6,693.31	-8,978.51	74.5%	190,111.60	123,114.00	154.4%	123,114.00



2:53 PM 02/07/23 **Accrual Basis**

SILVERCREEK WATER & SANITATION DISTRICT Profit & Loss Prev Year Comparison December 2022



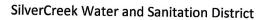
	Dec 22	Dec 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
3010 · Water & Sewer Service Fees	2,821.00	2,821.00	0.00	0.0%
3050 · Construction Fees	54.00	90.00	-36.00	-40.0%
3070 · Finance Charges	349.09	271.10	77.99	28.8%
3120 · Office Rental Income	0.00	1,283.34	-1,283.34	-100.0%
3130 · Investment Income	5,227.62	64.05	5,163.57	8,061.8%
3210 · Property Tax Income	295.97	304.45	-8.48	-2.8%
3220 · Curr/Del Interest	0.00	0.00	0.00	0.0%
3230 · Specific Ownership Tax Income	889.65	1,029.80	-140.15	-13.6%
3865 · Other Income	4,311.58	60.00	4,251.58	7,086.0%
Total Income	13,948.91	5,923.74	8,025.17	135.5%
Gross Profit	13,948.91	5,923.74	8,025.17	135.5%
Expense				
5020 · Accounting	0.00	920.00	-920.00	-100.0%
5071 · Board Meeting Expense	68.56	303.64	-235.08	-77.4%
5110 · County Treasurer Fees	14.80	15.22	-0.42	-2.8%
5130 · Depreciation	0.00	9,153,19	-9,153.19	-100.0%
5143 · License, Fees & Memberships	112.00	534.87	-422.87	-79.1%
5155 · CCOERA Expense	2,893.82	1,929.72	964.10	50.0%
5171 · Engineer Fees	1,494.00	0.00	1,494.00	100.0%
5335 · Insurance - General	1,167.00	518.73	648.27	125.0%
5337 · Insurance - Health	9.10	8.82	0.28	3.2%
5340 · Insurance - Workers Comp	0.00	1,072.00	-1,072.00	-100.0%
5431 · Legal Fees	945.00	182.00	763.00	419.2%
5561 · Office Supplies & Expense	107.42	480.03	-372.61	-77.6%
5585 · Payroll Taxes	166.20	202.92	-36.72	-18.1%
5660 · Office Repairs & Maintenance	0.00	242.97	-242.97	-100.0%
5662 · Operations Repairs & Maintenanc	6.50	17.16	-10.66	-62.1%
5737 · Telephone	254.16	203.47	50.69	24.9%
5760 · Tool Expense	0.00	22.99	-22.99	-100.0%
5766 · Truck/Backhoe Expense	1,288.43	238.52	1,049.91	440.2%
5800 · Utilities	652.89	524.16	128.73	24.6%
5853 · Wages - Administration	4,981.08	4,596.79	384.29	8.4%
5855 · Wages - Manager	6,481.26	5,778.14	703.12	12.2%
5857 · Wages - Operations	0.00	0.00	0.00	0.0%
Total Expense	20,642.22	26,945.34	-6,303.12	-23.4%
Net Ordinary Income	-6,693.31	-21,021.60	14,328.29	68.2%
Net Income	-6,693.31	-21,021.60	14,328.29	68.2%

2:55 PM 02/07/23 **Accrual Basis**

SILVERCREEK WATER & SANITATION DISTRICT Transactions by Account As of January 31, 2023



Туре	Date	Num	Name	Amount
1030 · Cash in Check	king - UBB			
Deposit	01/03/2023			513.70
Deposit	01/05/2023		Colorado Special Di	A CONTRACTOR OF THE PARTY OF TH
Deposit	01/05/2023		Colorado Opcolal Bi	122.00 762.11
Deposit	01/12/2023			
Deposit	01/12/2023			3,284.19
Liability Check	01/18/2023		QuickBooks Payroll	19,321.89
Deposit	01/18/2023		QUIONDOONS I Ayloli	-277.05
Deposit	01/18/2023			4,175.03
Deposit	01/18/2023			5,079.46
Deposit	01/19/2023			2,953.76
Deposit	01/26/2023			30,810.40
Deposit	01/26/2023			18,362.54
Deposit	01/26/2023			14,067.83
Deposit	01/26/2023			3,284.19
Deposit	01/26/2023			4,468.35
General Journal	01/05/2023	AJE36	Davidas 45040	3,040.33
General Journal	01/05/2023		Douglas 15016	-150.00
Paycheck	01/17/2023	AJE37	Douglas 15016	-8.00
Paycheck	01/17/2023	12636	Andrew W. Burns	0.00
Paycheck		12637	Brian P. Dornbusch	0.00
Paycheck	01/17/2023	12638	Christine K. Steinberg	0.00
Paycheck	01/17/2023	12639	Harlow D. Troutman	-1,260.74
Paycheck	01/17/2023	12640	Louis R Arnold	-92.35
Paycheck	01/17/2023	12641	Sarah M. Villa	-1,173.02
Bill Pmt -Check	01/17/2023	12642	Steve Peters	-92.35
	01/17/2023	12643	CEBT	-11.62
Bill Pmt -Check	01/17/2023	12644	Colorado Rural	-300.00
Bill Pmt -Check	01/17/2023	12645	Comcast	-158.75
Bill Pmt -Check	01/17/2023	12646	DiCola, Jack	-7,136.99
Bill Pmt -Check	01/17/2023	12647	Fraser Valley Tax &	-1,640.00
Bill Pmt -Check	01/17/2023	12648	Grand County Acco	-76.72
Bill Pmt -Check	01/17/2023	12649	Moses, Wittemyer	-459.00
Bill Pmt -Check	01/17/2023	12650	MPEI	-182.93
Bill Pmt -Check	01/17/2023	12651	Streamline	-50.00
Bill Pmt -Check	01/17/2023	12652	The Trash Company	-68.32
Bill Pmt -Check	01/17/2023	12653	TM Snow Services, I	-455.00
Bill Pmt -Check	01/17/2023	12654	Town of Granby	-318.77
Bill Pmt -Check	01/17/2023	12655	Visa - Card Services	-1,138.41
Bill Pmt -Check	01/31/2023	12658	Colorado Special Di	-64.00
Bill Pmt -Check	01/31/2023	12659	Country Ace Hardware	-37.98
Bill Pmt -Check	01/31/2023	12660	Granby Sanitation	-9,764.00
Bill Pmt -Check	01/31/2023	12661	Town of Granby	-8,284.00
Bill Pmt -Check	01/31/2023	12662	Verizon	-104.59
Bill Pmt -Check	01/31/2023	12663	Xcel Energy - Garage	-257.00
Bill Pmt -Check	01/31/2023	12664	Xcel Energy - Office	-218.90
Liability Check	01/31/2023	12665	EFTPS	-446.92
Bill Pmt -Check	01/31/2023	12666	CCOERA _	-457.18
「otal 1030 · Cash in Ch	necking - UBB		_	75,561.19
AL			_	75,561.19





Past Due Balances (Customers with Balances Over 90 days past due over \$100)

As of February 7, 2023

Amount over 90 Days

Total Amount Due

Douglas	INN15016	\$252.63	\$792.69
Erb	SSG03035	\$252.63	
	33403033	\$232.03	\$772.69
Home Crafters	INN12028	\$3,033.62	\$3,676.62
TOTAL		\$3,538.88	\$5,242.00