

**ROUND MOUNTAIN WATER AND SANITATION**

**BOARD OF DIRECTORS MEETING**

**THURSDAY, February 15, 2024**  
**2:00 P.M. – 3<sup>rd</sup> Street Gallery Building Conference Room**  
**In-person or via zoom – Please call for Invite to Zoom**

**Call to Order**

**Roll Call**

**Pledge of Allegiance**

**Public input for those not on the agenda will be limited to 3 minutes.**

**Additions to the March 21, 2024, Board of Directors Meeting Agenda –**

**Administrative Reports**

- 1. Assistant District Manager – Peggy Quint**
- 2. ORC – Steven Koch**
- 3. District Manager – Dave Schneider**

**Consent Agenda**

- 1. Approval of the Minutes of the January 18, 2024, Regular Board Meeting**
- 2. Financial Report and Approval of Checks for January 2024**

**Old Business**

- 1. Discussion regarding Review Process for Management Job Performance**
- 2. Discussion on property list for sale located adjacent to the WWTP**

**New Business**

- 1. Updated signature card for United Business Bank**
- 2. Employee Wage Review – Connie Thompson**  
**Executive Session. Wage Presentation and discussion– per Connie Thompson**  
**Executive Session: §24-6-402 (4) (f), C.R.S. Personnel Matters**  
**Peggy Quint, Assistant District Manager.**

**Adjourn**

**ROUND MOUNTAIN WATER & SANITATION DISTRICT**  
**Financial Statements**  
**January 31, 2024**  
**Unaudited**

# **TREASURER'S REPORT**

**ROUND MOUNTAIN WATER AND SANITATION DISTRICT  
TREASURER'S REPORT**

January 31, 2024

**Unaudited**

<b>Cash Balance at 1/31/24- C Safe</b>	\$	<b>2,305,573.68</b>
<b>Cash Balance at 1/31/24-United Business Bank</b>	\$	<b>202,476.89</b>
	\$	<b>2,508,050.57</b>
<b>Beginning Balance - 1/1/24</b>	\$	2,504,628.42
Plus: Deposits	\$	80,098.71
Less: Disbursements	\$	(87,589.75)
Interest	\$	10,913.19
<b>Ending Cash Balance at 1/31/24</b>	\$	<b>2,508,050.57</b>
<b>Earmarked:</b>		
Unearned Revenue-Tap Fees	\$	(155,300.00)
Funds Available for Capital Improvements	\$	(497,900.00)
Tabor - Emergency Reserve	\$	(56,000.00)
Reservoir	\$	(1,000,000.00)
<b>Net Cash Available*</b>	\$	<b>798,850.57</b>
<b>Cash Flow -</b>		
January - Net Incoming	\$	3,422
<b>YTD - thru 1/31/24</b>	\$	<b>3,422</b>

# **BANK RECONCILIATION**

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

Account: 102

Bank Account Number:

Bank Statement Balance:	202,476.89	Book Balance Previous Month:	222,199.22
Outstanding Deposits:	27,492.03	Total Receipts:	88,385.70
Outstanding Checks:	10,521.81	Total Disbursements:	91,137.81
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	219,447.11	Book Balance:	219,447.11

Outstanding Deposits Section

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
7	10,964.80	9	8,449.25	11	2,602.65	1197	1,624.00
1214	85.10	1219	3,766.23				
Grand Totals:							<u>27,492.03</u>

Outstanding Checks Section

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
7320	31.20	7387	12.06	7394	15.00	7428	3.40
7429	15.00	7439	15.00	7452	15.00	7467	7.12
7472	11.60	7473	5.27	7476	6.87	7648	148.90
7779	11.17	7780	5.51	7825	90.00	7832	1.87
7837	.99	7844	6.40	7920	90.00	7956	15.00
8126	100.00	8255	68.80	8298	1.87	8302	15.00
8305	11.06	8308	6.26	8309	15.00	8316	15.25
8317	10.19	8328	.39	8442	100.00	8505	63.80
8555	21.60	8605	180.00	8606	90.00	8614	100.00
8615	16.89	8617	196.00	8618	500.00	8619	2,782.34
8620	70.90	8621	168.56	8622	60.00	8623	100.00
8624	100.00	8626	946.87	8627	273.90	8630	396.80
8631	763.48	8633	336.00	8634	1,542.50	8635	960.99
Grand Totals:							<u>10,521.81</u>

Bank Adjustments Section

Book Adjustments Section

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

500 Ygnacio Valley Road • Suite 130  
Walnut Creek, CA 94596

Round Mountain Water and Sanitation Dist  
PO Box 86  
Westcliffe CO 81252

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Account Number: 900176  
Period: 01/01/24 - 01/31/24  
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**TIMBERLINE (FSBC) - BUS**

**900176**

**Summary of Activity Since Your Last Statement**

Beginning Balance	1/01/24	\$209,930.92
Deposits / Misc Credits	52	\$80,135.72
Withdrawals / Misc Debits	84	\$87,589.75
Ending Balance	1/31/24	\$202,476.89
Service Charge		.00
Interest Paid Thru 1/31/24		37.01
Interest Paid Year To Date		37.01
Annual Percentage Yield Earned		.20 %
Number of Days for A.P.Y.E.		31
Average Balance for A.P.Y.E.		218,459.44
Average Collected Balance		218,459
Minimum Balance		202,439
Enclosures		39

**DEPOSITS AND OTHER CREDITS**

Date	Amount	Activity Description
1/02	100.00	Deposit
1/02	70.90	BANKCARD 1018/BTOT DEP 529808020403358 ROUND MOUNTAIN WATER &
1/02	2,613.09	BANKCARD 1018/BTOT DEP 529808020403358 ROUND MOUNTAIN WATER &
1/02	4,173.21	BANKCARD 1018/BTOT DEP 529808020403358 ROUND MOUNTAIN WATER &
1/02	67.50	Scan-A-Check Deposit

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 Account Number: 900176  
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**DEPOSITS AND OTHER CREDITS**

Date	Amount	Activity Description
1/03	70.90	BANKCARD 1018/BTOT DEP 529808020403358 ROUND MOUNTAIN WATER &
1/04	459.70	BANKCARD 1018/MTOT DEP 529808020403358 ROUND MOUNTAIN WATER &
1/05	304.20	BANKCARD 1018/BTOT DEP 529808020403358 ROUND MOUNTAIN WATER &
1/05	12,217.35	ROUND MTN WSD/CREDITS 210694907 Round Mountain WSD
1/05	1,003.90	Scan-A-Check Deposit
1/08	496.98	BANKCARD 1018/BTOT DEP 529808020403358 ROUND MOUNTAIN WATER &
1/08	2,247.80	BANKCARD 1018/BTOT DEP 529808020403358 ROUND MOUNTAIN WATER &
1/09	98.50	BANKCARD 1018/BTOT DEP 529808020403358 ROUND MOUNTAIN WATER &
1/09	1,488.21	Scan-A-Check Deposit
1/10	1,072.70	BANKCARD 1018/BTOT DEP 529808020403358 ROUND MOUNTAIN WATER &
1/11	716.80	BANKCARD 1018/BTOT DEP 529808020403358 ROUND MOUNTAIN WATER &
1/11	7,422.78	ROUND MTN WSD/CREDITS 210988964 Round Mountain WSD
1/11	1,994.05	Scan-A-Check Deposit
1/12	456.98	BANKCARD 1018/BTOT DEP 529808020403358 ROUND MOUNTAIN WATER &
1/16	35.00	BANKCARD 1018/BTOT DEP 529808020403358 ROUND MOUNTAIN WATER &
1/16	102.90	BANKCARD 1018/BTOT DEP 529808020403358 ROUND MOUNTAIN WATER &
1/16	541.30	BANKCARD 1018/BTOT DEP 529808020403358 ROUND MOUNTAIN WATER &
1/16	771.80	BANKCARD 1018/BTOT DEP 529808020403358 ROUND MOUNTAIN WATER &
1/16	6,669.26	Scan-A-Check Deposit
1/17	291.48	Deposit
1/17	574.20	BANKCARD 1018/BTOT DEP 529808020403358 ROUND MOUNTAIN WATER &
1/17	884.82	Scan-A-Check Deposit
1/18	1,101.84	BANKCARD 1018/BTOT DEP 529808020403358



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Account Number: 900176  
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### DEPOSITS AND OTHER CREDITS

Date	Amount	Activity Description
1/19	78.70	ROUND MOUNTAIN WATER & BANKCARD 1018/BTOT DEP 529808020403358
1/19	4,524.24	ROUND MOUNTAIN WATER & ROUND MTN WSD/CREDITS 211487316 Round Mountain WSD
1/22	339.42	Deposit
1/22	145.70	BANKCARD 1018/BTOT DEP 529808020403358
1/22	313.10	ROUND MOUNTAIN WATER & BANKCARD 1018/BTOT DEP 529808020403358
1/22	679.50	ROUND MOUNTAIN WATER & BANKCARD 1018/BTOT DEP 529808020403358
1/22	3,833.08	Scan-A-Check Deposit
1/23	105.80	BANKCARD 1018/BTOT DEP 529808020403358
1/24	1,905.30	ROUND MOUNTAIN WATER & BANKCARD 1018/BTOT DEP 529808020403358
1/25	261.00	ROUND MOUNTAIN WATER & BANKCARD 1018/BTOT DEP 529808020403358
1/25	2,135.38	ROUND MOUNTAIN WATER & ROUND MTN WSD/CREDITS 211891029 Round Mountain WSD
1/26	228.10	BANKCARD 1018/BTOT DEP 529808020403358
1/29	474.57	ROUND MOUNTAIN WATER & Deposit
1/29	934.50	Deposit
1/29	4.40	BANKCARD 1018/BTOT DEP 529808020403358
1/29	449.76	ROUND MOUNTAIN WATER & BANKCARD 1018/BTOT DEP 529808020403358
1/29	6,049.28	ROUND MOUNTAIN WATER & BANKCARD 1018/BTOT DEP 529808020403358
1/29	3,477.38	ROUND MOUNTAIN WATER & Scan-A-Check Deposit
1/30	620.40	BANKCARD 1018/BTOT DEP 529808020403358
1/31	192.20	ROUND MOUNTAIN WATER & Deposit
1/31	895.60	BANKCARD 1018/BTOT DEP 529808020403358
1/31	242.80	ROUND MOUNTAIN WATER & Scan-A-Check Deposit
1/31	4,160.35	Scan-A-Check Deposit

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**DEPOSITS AND OTHER CREDITS**

Date	Amount	Activity Description
1/31	37.01	Interest Paid

**CHECKS**

Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
1/31	8458	186.00	1/05	8589	171.00	1/18	8604	90.00
1/03	8552*	100.00	1/08	8590	1,788.00	1/23	8607*	84.01
1/04	8562*	763.20	1/24	8591	100.00	1/23	8608	42.00
1/02	8563	90.00	1/05	8592	100.00	1/18	8609	90.00
1/04	8571*	100.00	1/09	8593	117.97	1/29	8610	70.90
1/24	8576*	100.00	1/03	8594	100.00	1/31	8611	90.00
1/05	8577	770.00	1/04	8595	980.74	1/16	8612	1,125.00
1/05	8578	100.00	1/17	8598*	5,828.95	1/18	8613	3.87
1/02	8580*	46.00	1/17	8599	246.55	1/29	8616*	46.50
1/02	8584*	65.72	1/26	8600	1,500.00	1/31	8625*	21.78
1/05	8586*	204.79	1/22	8601	321.84	1/29	8628*	232.40
1/04	8587	100.00	1/23	8602	90.00	1/30	8629	100.00
1/05	8588	53.75	1/25	8603	275.00	1/26	8632*	100.00

\* indicates a break in check number sequence

**OTHER DEBITS AND WITHDRAWALS**

Date	Amount	Activity Description
1/02	423.62	BANKCARD 1018/MTOT DISC 52980802040335 ROUND MOUNTAIN WATER &
1/03	3.00	CBS of Colorado/WEB PAY RM37 Round Mountain Water a
1/03	60.00	CBS of Colorado/WEB PAY RM37 Round Mountain Water a
1/05	421.97	Xpress Bill Pay/Billing 10923 Round Mountain WSD
1/08	317.31	WRIGHT EXPRESS/FLEET DEBI 910000809623 ROUND MOUNTAIN WATER S
1/12	101.76	ATT/Payment 302324001EPAYR Round Mountain Water a
1/12	13,597.75	ACH Batch Offset Debit Round Mountain W/Payroll 840680525 Round Mountain Water a

Round Mountain Water and Sanitation Dist  
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 Westcliffe CO 81252

Account Number: 900176  
 Period: 01/01/24 - 01/31/24

**OTHER DEBITS AND WITHDRAWALS**

Date	Amount	Activity Description
1/16	195.50	HILLTOP BROADBAN/PURCHASE 970 344 9541 Round Mountain Water a
1/16	3,446.28	BLACK HILLS ENRG/UTIL BILL 4954955135 ROUND MTN WATER
1/16	4,439.54	IRS/USATAXPYMT *****1670226493 ROUND MOUNTAIN WATER &
1/23	952.00	CASELLE INC./DEBITS 211739597 RMWSD
1/23	980.00	INFINITY LEASING/AUTO DEBIT ROUND MOUNTIAN ROUND MOUNTAIN WATER
1/23	1,138.49	EMPOWER/EMPOWER 707253982661 Round Mountain W
1/23	1,142.00	EMPOWER/EMPOWER 707253982655 Round Mountain W
1/23	18,592.60	COGOVTSRVC CO.GO/COGOVTSRVC 303-534-3468 Round Mountain Water &
1/25	1,184.68	EMPOWER/EMPOWER 708654835115 Round Mountain W
1/29	4,411.96	IRS/USATAXPYMT *****2973350101 ROUND MOUNTAIN WATER &
1/30	3.00	CBS of Colorado/WEB PAY RM37 Round Mountain Water a
1/30	379.00	CBS of Colorado/WEB PAY RM37 Round Mountain Water a
1/30	1,135.20	EMPOWER/EMPOWER 190027331350 Round Mountain W
1/31	13,489.23	ACH Batch Offset Debit Round Mountain W/Payroll 840680525 Round Mountain Water a

**ATM/POS TRANSACTIONS**

Date	Deposits	Withdrawals	Location
1/05		344.97	POS Purchase With PIN NNT BIG R OF CANON 0003 CANON CITY CO 073781 *****3765 01/05 13:13
1/08		900.00	POS Purchase Non-PIN ALPINE LODGE WESTCLIFFE 999999 *****7010 01/06 02:0
1/09		104.17	POS Purchase With PIN Wal-Mart Super Center SALIDA CO 092100 *****3765 01/0

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 Account Number: 900176  
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**ATM/POS TRANSACTIONS**

Date	Deposits	Withdrawals	Location
1/12		24.49	10:38 POS Purchase Non-PIN AMAZON.COM SEATTL WA 000000 *****3765 01/11 14:29
1/12		269.44	POS Purchase Non-PIN AMAZON.COM SEATTL WA 000001 *****3765 01/12 10:34
1/16		75.00	POS Purchase Non-PIN 320 COUNTY ROAD 241US WESTCLIFFE CO 003 *****7010 01/1 10:58
1/16		13.27	POS Purchase With PIN DOLLAR GENERAL #19371 SILVER CLIFF CO 319371 *****701 01/16 09:21
1/17		1,040.00	POS Purchase Non-PIN COLORADO RURAL WATER A 719-5456748 000000 *****3765 01/16 01:57
1/17		85.00	POS Purchase Non-PIN COLORADO CWP 719-545-6748 752217 *****2567 01/16 08:34
1/17		85.00	POS Purchase Non-PIN COLORADO CWP 719-545-6748 752217 *****2567 01/16 08:38
1/18		119.95	POS Purchase Non-PIN Adobe Inc San Jos 999999 *****7010 01/17 23:11
1/23		395.00	POS Purchase Non-PIN COLORADO RURAL WATER A 719-5456748 000000 *****2567 01/22 02:07
1/23		63.43	POS Purchase With PIN THE HOME DEPOT #1518 COLORADO SPGS CO 061567 *****376 01/23 11:13
1/24		601.17	POS Purchase Non-PIN COLORADO SPRNGS WINDST COLORADO SPRI 0101 *****3765 01/23 05:02
1/25		10.77	POS Purchase Non-PIN IN-N-OUTCOLORADOSPRING COLORADO SPRI 002 *****3765 01/23 22:07
1/25		300.00	POS Purchase Non-PIN EB ARKANSAS RIVER BAS 8014137200 000000 *****2567 01/24 02:22
1/26		157.94	POS Purchase Non-PIN VISTAPRINT 8662074955 000000 *****7010 01/25 02:2

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 PO Box 86  
 Westcliffe CO 81252

Account Number: 900176  
 Period: 01/01/24 - 01/31/24

**ATM/POS TRANSACTIONS**

Date	Deposits	Withdrawals	Location
1/29		.99	POS Purchase With PIN VALLEY ACE HARDWARE WESTCLIFFE CO 083474 *****701 01/28 10:13
1/29		21.75	POS Purchase Non-PIN SMASHBURGER #1011 COLORADO SPRI 0336 *****3765 01/28 08:26
1/29		8.32	POS Purchase Non-PIN WENDY'S 2812 COLORADO SPRI CO 552800 *****3765 01/2 07:18
1/30		69.00	POS Purchase Non-PIN FORMSWIFT.COM/CHARGE 888-311-2977 001 *****2567 01/30 05:33
1/31		36.90	POS Purchase Non-PIN LAZY DOG RESTAURANT 34 COLORADO SPRI 5652 *****3765 01/29 21:17
1/31		15.80	POS Purchase Non-PIN GOLDEN GYROS COLORADO SPRI 8189 *****3765 01/30 09:10
1/31		36.53	POS Purchase Non-PIN PANERA BREAD #202443 P COLORADO SPRI 0001 *****3765 01/30 09:52

**DAILY BALANCE SUMMARY**

Date	Balance	Date	Balance	Date	Balance
1/02	216,330.28	1/11	238,323.28	1/23	205,093.68
1/03	216,138.18	1/12	224,786.82	1/24	206,197.81
1/04	214,653.94	1/16	223,612.49	1/25	206,823.74
1/05	226,012.91	1/17	218,077.49	1/26	205,293.90
1/08	225,752.38	1/18	218,875.51	1/29	211,890.97
1/09	227,116.95	1/19	223,478.45	1/30	210,825.17
1/10	228,189.65	1/22	228,467.41	1/31	202,476.89

**900176**



Statement Period: 01/01/2024 To 01/31/2024  
 Account Number: CORE XX-XXXXX25-02

5975 S. Quebec St, Suite 330  
 Centennial, CO 80111

(303) 296-6340  
 (800) 541-2953  
 FAX: (303) 658-3136  
 www.csafe.org/

ROUND MOUNTAIN WATER & SANITATION DISTRICT - CORE

59000 HWY 69 NORTH  
 Westcliffe, CO 81252  
 U.S.A.

Statement Summary

Beginning Balance	\$2,294,697.50		
Purchases	\$0.00	7 Day Average	5.56 %
Shares Purchased		Monthly Average	5.57 %
Redemptions	\$0.00	YTD Interest	\$10,876.18
Shares Redeemed			
Interest Distributed	\$10,876.18		
Month End Balance	\$2,305,573.68		
Month End Shares Owned	1,152,786.84		

Transaction Summary

Date	Type	Amount	Shares	Market Value
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**Net Transactions: \$0.00**

## **STATEMENT OF NET POSITION**

# Round Mountain Water and Sanitation District

## STATEMENT OF NET POSITION

January 31, 2024

**Unaudited**

### ASSETS

#### Current Assets

Cash and Cash Equivalents	\$	2,523,789
Restricted Cash		33,368
Property Taxes Receivable		61,000
Accounts Receivable		86,794
Project Loan Fund Receivable		341,553
Prepaid Expenses		29,018
Inventory		94,646
<b>Total Current Assets</b>	<b>\$</b>	<b>3,170,168</b>

#### Long Term Assets

Property, Plant & Equipment	\$	7,350,419
Land, Rights of Way, etc.		1,002,024
Water Source of Supply		1,252,402
Accumulated Depreciation		(4,348,224)
<b>Total Long Term Assets</b>	<b>\$</b>	<b>5,256,621</b>

### TOTAL ASSETS

**\$ 8,426,789**

### LIABILITIES AND NET POSITION

#### Current Liabilities

Accounts Payable	\$	2,389
Warranty Deposits		33,368
Customer Deposits		312,200
Accrued Expenses		20,483
<b>Total Current Liabilities</b>	<b>\$</b>	<b>368,440</b>

#### Noncurrent Liabilities

Project Loan	\$	1,208,539
Long-term Debt		35,935
<b>Total Noncurrent Liabilities</b>	<b>\$</b>	<b>1,244,474</b>

#### Total Liabilities

**\$ 1,612,914**

#### Deferred Inflows of Resources

Deferred Revenue - Property Taxes	\$	61,000
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#### NET POSITION

Net Position - 1/1/24 (estimated)	\$	6,747,700
Revenue Over (Under) Expenditures at 1/31/24		5,175

### TOTAL LIABILITIES AND NET POSITION

**\$ 8,426,789**



## **BUDGET VS ACTUAL**

# Round Mountain Water and Sanitation District

## BUDGET VS ACTUAL - GAAP Basis

For the One Month Ended January 31, 2024

Unaudited

	2024 Budget	YTD Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 8%)
<b>REVENUE</b>				
<b><u>Tax Revenue</u></b>				
General Property Taxes	\$ 61,000	\$ -	\$ (61,000)	0%
Specific Ownership Taxes	5,500	475	(5,025)	9%
Total Tax Revenue	<b>\$ 66,500</b>	<b>\$ 475</b>	<b>\$ (66,025)</b>	<b>1%</b>
<b><u>Enterprise Revenue</u></b>				
<b><u>Water Revenue</u></b>				
Metered Sales to General Customers	\$ 504,000	\$ 33,451	\$ (470,549)	7%
Sales of Raw Water	-	-	-	0%
Water Vendor Sales	85,000	5,188	(79,812)	6%
Late Charges	7,800	443	(7,357)	6%
Total Water Revenue	<b>\$ 596,800</b>	<b>\$ 39,082</b>	<b>\$ (557,718)</b>	<b>7%</b>
<b><u>Sewer Revenue</u></b>				
Sales to Customers	\$ 578,000	\$ 46,353	\$ (531,647)	8%
Late Charges	-	443	443	0%
Total Sewer Revenue	<b>\$ 578,000</b>	<b>\$ 46,796</b>	<b>\$ (531,204)</b>	<b>8%</b>
<b><u>Connection Charges</u></b>				
Water Tap Connection Charges	\$ 12,000	\$ -	\$ (12,000)	0%
Sewer Tap Connection Charges	8,000	-	(8,000)	0%
Total Connection Charges	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ (20,000)</b>	<b>0%</b>
<b><u>Contributed Capital</u></b>				
Water Tap/ System Development Fee	\$ 280,000	\$ -	\$ (280,000)	0%
Sewer Tap/ System Development Fee	270,000	-	(270,000)	0%
Total Contributed Capital	<b>\$ 550,000</b>	<b>\$ -</b>	<b>\$ (550,000)</b>	<b>0%</b>
<b><u>Miscellaneous Revenue</u></b>				
Fines and Forfeits	\$ 3,500	\$ 325	\$ (3,175)	9%
Earnings on Deposits and Investments	50,000	10,915	(39,085)	22%
Gain/ Loss Assets	-	-	-	0%
Administrative Services (Other)	2,500	-	(2,500)	0%
Total Miscellaneous Revenue	<b>\$ 56,000</b>	<b>\$ 11,240</b>	<b>\$ (44,760)</b>	<b>20%</b>
<b>Total Enterprise Revenue</b>	<b>\$ 1,800,800</b>	<b>\$ 97,118</b>	<b>\$ (1,703,682)</b>	<b>5%</b>
<b><u>Grants and Loans</u></b>				
Grant Proceeds	\$ -	\$ -	\$ -	0%
Loan Proceeds	-	-	-	0%
Total Grants and Loans	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Revenue</b>	<b>\$ 1,867,300</b>	<b>\$ 97,593</b>	<b>\$ (1,769,707)</b>	<b>5%</b>
<b>EXPENDITURES</b>				
<b><u>RMWSD District Expenditures</u></b>				
<b><u>Salaries and Benefits</u></b>				
Salaries and Wages	\$ 36,611	\$ 4,079	\$ 32,532	11%
Employee Health Insurance Premiums	5,300	585	4,715	11%
Employer Contributions	2,200	320	1,880	15%
Total Salaries and Benefits	<b>\$ 44,110</b>	<b>\$ 4,984</b>	<b>\$ 39,127</b>	<b>11%</b>
<b><u>Professional Services</u></b>				
Legal and Clerical, etc.	\$ 1,000	\$ -	\$ 1,000	0%
Engineering	-	-	-	0%
Total Professional Services	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>0%</b>
<b><u>General Administration</u></b>				
Professional Development	\$ 1,500	\$ -	\$ 1,500	0%
Director Fees	12,000	500	11,500	4%
Auditing	25,000	-	25,000	0%
Election Expenses	2,000	-	2,000	0%
Postage	500	-	500	0%
Publicity, Subscription and Dues	200	-	200	0%
Printing, Duplicating, etc.	250	-	250	0%
County Treasurer's Collection Fee	2,500	-	2,500	0%
Travel Meetings	3,000	-	3,000	0%
Supplies	500	-	500	0%
Total General Administration	<b>\$ 47,450</b>	<b>\$ 500</b>	<b>\$ 46,950</b>	<b>1%</b>
<b>Total RMWSD District Expenditures</b>	<b>\$ 92,560</b>	<b>\$ 5,484</b>	<b>\$ 87,077</b>	<b>6%</b>

# Round Mountain Water and Sanitation District

## BUDGET VS ACTUAL - GAAP Basis

For the One Month Ended January 31, 2024

**Unaudited**

	2024 Budget	YTD Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 8%)
<b><u>Administration and General Expenditures</u></b>				
<b><u>Salaries and Benefits</u></b>				
Salaries and Wages	\$ 207,461	\$ 16,315	\$ 191,146	8%
Employee Health Insurance Premiums	30,032	2,342	27,690	8%
Employer Contributions	16,950	1,281	15,669	8%
Total Salaries and Benefits	<b>\$ 254,443</b>	<b>\$ 19,938</b>	<b>\$ 234,505</b>	<b>8%</b>
<b><u>Professional Services</u></b>				
Purchased Services	\$ 5,000	\$ 613	\$ 4,387	12%
Legal Services	2,000	-	2,000	0%
Other Professional Services	60,000	6,436	53,564	11%
Total Professional Services	<b>\$ 67,000</b>	<b>\$ 7,049</b>	<b>\$ 59,951</b>	<b>11%</b>
<b><u>General Administration</u></b>				
Professional Development	\$ 5,000	\$ -	\$ 5,000	0%
Utility Services	20,000	1,160	18,840	6%
Building Rents	18,000	2,250	15,750	13%
Insurance- Workers Comp and P&L	27,500	2,189	25,311	8%
Postage	1,500	118	1,382	8%
Publicity, Subscription and Dues	6,000	1,249	4,751	21%
Printing, Duplicating, etc.	3,600	480	3,120	13%
Travel and Meetings	7,500	119	7,381	2%
Supplies	10,000	699	9,301	7%
Office Equipment	5,000	190	4,810	4%
Miscellaneous Expense	3,000	900	2,100	30%
Total General Administration	<b>\$ 107,100</b>	<b>\$ 9,354</b>	<b>\$ 97,746</b>	<b>9%</b>
<b>Total Administration and General Expenditures</b>	<b>\$ 428,543</b>	<b>\$ 36,341</b>	<b>\$ 392,202</b>	<b>8%</b>
<b><u>Water Enterprise Expenditures</u></b>				
<b><u>Transmission and Distribution</u></b>				
Salaries and Wages	\$ 42,411	\$ 3,512	\$ 38,899	8%
Employee Health Insurance Premiums	6,999	580	6,419	8%
Employer Contributions	3,305	276	3,029	8%
Purchased Services	4,000	587	3,413	15%
Engineering	10,000	-	10,000	0%
Repair and Maintenance Supplies	30,000	1,065	28,935	4%
Operating Supplies	6,000	162	5,838	3%
Water Vendor	1,800	-	1,800	0%
Other Improvements and Construction	5,000	-	5,000	0%
Bad Debt Expense Water	-	-	-	0%
Machinery and Equipment	10,000	-	10,000	0%
Total Transmission and Distribution Expenditures	<b>\$ 119,515</b>	<b>\$ 6,182</b>	<b>\$ 113,333</b>	<b>5%</b>
<b><u>Source of Supply</u></b>				
Salaries and Wages	\$ 42,441	\$ 3,512	\$ 38,929	8%
Employee Health Insurance Premiums	6,999	580	6,419	8%
Employer Contributions	3,305	276	3,029	8%
Purchased Services	4,000	232	3,768	6%
Administrative and Legal	10,000	180	9,820	2%
Engineering	25,000	18,593	6,407	74%
Repair and Maintenance Supplies	5,000	4	4,996	0%
Operating Supplies	4,000	162	3,838	4%
Fuel or Power for Pumping	25,000	1,212	23,788	5%
Land, Easements, Rights-of-Way	-	-	-	0%
Other Improvements and Construction	4,000	-	4,000	0%
Machinery and Equipment	10,000	-	10,000	0%
Total Professional Services- Source of Supply	<b>\$ 139,745</b>	<b>\$ 24,751</b>	<b>\$ 114,994</b>	<b>18%</b>
<b><u>Water Treatment</u></b>				
Salaries and Wages	\$ 42,441	\$ 3,512	\$ 38,929	8%
Employee Health Insurance Premiums	6,999	580	6,419	8%
Employer Contributions	3,305	276	3,029	8%
Professional Development	2,000	1,905	95	95%
Purchased Services	4,000	105	3,895	3%
Repair and Maintenance Supplies	3,000	1,236	1,764	41%
Operating Supplies	3,500	162	3,338	5%
Employee Clothing Allowance	1,000	172	828	17%

# Round Mountain Water and Sanitation District

## BUDGET VS ACTUAL - GAAP Basis

For the One Month Ended January 31, 2024

**Unaudited**

	2024 Budget	YTD Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 8%)
Other Improvements and Construction	-	-	-	0%
Machinery and Equipment	10,000	-	10,000	0%
Total Water Treatment	<u>\$ 76,245</u>	<u>\$ 7,948</u>	<u>\$ 68,297</u>	<u>10%</u>
<b>Total Water Enterprise Expenditures</b>	<u>\$ 335,505</u>	<u>\$ 38,881</u>	<u>\$ 296,624</u>	<u>12%</u>
<b><u>Wastewater Enterprise Expenditures</u></b>				
<b><u>Collection and Transmission</u></b>				
Salaries and Wages	\$ 42,441	\$ 3,512	\$ 38,929	8%
Employee Health Insurance Premiums	6,999	580	6,419	8%
Employer Contributions	3,305	276	3,029	8%
Purchased Service	4,000	161	3,839	4%
Repair and Maintenance Supplies	8,000	4	7,996	0%
Operating Supplies	3,500	166	3,334	5%
Fuel or Power for Pumping	2,500	187	2,313	7%
Bad Debt Expense Sewer	-	-	-	0%
Other Improvements and Construction	4,000	-	4,000	0%
Machinery and Equipment	10,000	-	10,000	0%
Total Collection and Transmission	<u>\$ 84,745</u>	<u>\$ 4,886</u>	<u>\$ 79,859</u>	<u>6%</u>
<b><u>Treatment</u></b>				
Salaries and Wages	\$ 42,441	\$ 3,512	\$ 38,929	8%
Employee Health Insurance Premiums	6,999	580	6,419	8%
Employer Contributions	3,305	276	3,029	8%
Professional Development	2,500	-	2,500	0%
Purchased Service	4,000	178	3,822	4%
Administrative and Legal	2,000	-	2,000	0%
Engineering	10,000	-	10,000	0%
Repair and Maintenance Supplies	8,000	4	7,996	0%
Operating Supplies	3,500	162	3,338	5%
Fuel or Power for Pumping	20,000	1,942	18,058	10%
Employee Clothing Allowance	1,000	172	828	17%
Other Improvements and Construction	4,000	-	4,000	0%
Machinery and Equipment	10,000	-	10,000	0%
Total Treatment	<u>\$ 117,745</u>	<u>\$ 6,826</u>	<u>\$ 110,919</u>	<u>6%</u>
<b>Total Wastewater Enterprise Expenditures</b>	<u>\$ 202,491</u>	<u>\$ 11,712</u>	<u>\$ 190,778</u>	<u>6%</u>
<b><u>System Maintenance Agreements Expenditures</u></b>				
Water Tank Inspection Services	\$ -	\$ -	\$ -	0%
Total Water Tank Inspection Services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0%</u>
<b><u>Debt Service Revenue Expenditures</u></b>				
<b><u>DOLA</u></b>				
DOLA - Principal (Water System)	\$ 58,955	\$ -	\$ 58,955	0%
DOLA - Interest (Water System)	17,908	-	17,908	0%
Total DOLA - Debt Service	<u>\$ 76,863</u>	<u>\$ -</u>	<u>\$ 76,863</u>	<u>0%</u>
<b><u>CWRPDA</u></b>				
CWRPDA - Principal	\$ 5,283	\$ -	\$ 5,283	0%
CWRPDA - Interest	1,797	-	1,797	0%
Total CWRPDA - Debt Service	<u>\$ 7,080</u>	<u>\$ -</u>	<u>\$ 7,080</u>	<u>0%</u>
<b>Total System Maintenance Agreement and Debt Service</b>	<u>\$ 83,942</u>	<u>\$ -</u>	<u>\$ 83,943</u>	<u>0%</u>
<b>Total Expenditures</b>	<u>\$ 1,143,041</u>	<u>\$ 92,418</u>	<u>\$ 1,050,624</u>	<u>8%</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<u>\$ 724,259</u>	<u>\$ 5,175</u>	<u>\$ (719,083)</u>	
<b>Add Back: Principal Payments on Debt</b>		<u>\$ -</u>		
<b>NET EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>		<u>\$ 5,175</u>		

**CHECK/DISBURSEMENT REGISTER**

Report Criteria:

Journal Code.Journal code = "CDA","CDP","CDPT"

Journal	Payee or Description	Date	Check Number	Check Amount
CDPT	CEBT	01/11/2024	8598	5,828.95
CDA	Crestone Graphics	01/12/2024	8599	246.55
CDA	Elemech Inc.	01/12/2024	8600	1,500.00
CDA	Freedom Mailing Services Inc	01/12/2024	8601	321.84
CDA	Hinson, Sterling	01/12/2024	8602	90.00
CDA	Hoffmann, Parker, Wilson & Carberry, PC	01/12/2024	8603	275.00
CDA	Koch, Steven	01/12/2024	8604	90.00
CDA	Krassa & Miller LLC	01/12/2024	8605	180.00
CDA	Malcolm, Jackson	01/12/2024	8606	90.00
CDA	ODP Business Solutions LLC	01/12/2024	8607	84.01
CDA	Pueblo Dept of Public Health & Envr	01/12/2024	8608	42.00
CDA	Quint, Peggy	01/12/2024	8609	90.00
CDA	Reller, Anne	01/12/2024	8610	70.90
CDA	Schneider, Dave	01/12/2024	8611	90.00
CDA	Stermer Family Investment LLLP	01/12/2024	8612	1,125.00
CDA	UNCC	01/12/2024	8613	3.87
CDA	Bogle, Charles	01/26/2024	8614	100.00
CDA	Brooks, Ron	01/26/2024	8615	16.89
CDA	Cash	01/26/2024	8616	46.50
CDA	Colorado Analytical Lab	01/26/2024	8617	196.00
CDA	Colorado Land Surveyors Inc.	01/26/2024	8618	500.00
CDA	Core & Main	01/26/2024	8619	2,782.34
CDA	Debra King	01/26/2024	8620	70.90
CDA	De-Weese-Dye Ditch and Reservoir Company	01/26/2024	8621	168.56
CDA	DPC Industries	01/26/2024	8622	60.00
CDA	Lasswell, Steve	01/26/2024	8623	100.00
CDA	Mark Dembosky	01/26/2024	8624	100.00
CDA	Napa Auto Parts	01/26/2024	8625	21.78
CDA	ODP Business Solutions LLC	01/26/2024	8626	946.87
CDA	Pens.Com	01/26/2024	8627	273.90
CDA	Stermer Family Investment LLLP	01/26/2024	8628	232.40
CDA	Thompson, Connie	01/26/2024	8629	100.00
CDA	USA Bluebook	01/26/2024	8630	396.80
CDA	Valley Ace Hardware-Accounting	01/26/2024	8631	763.48
CDA	Wilhelm, Randy	01/26/2024	8632	100.00
CDA	Diamond Maps	01/31/2024	8633	336.00
CDA	Fromm & Company LLC	01/31/2024	8634	1,542.50
CDA	Special District Association of CO	01/31/2024	8635	960.99
CDP	Cardenas, Carlan	01/12/2024	231227	1,476.91
CDP	Hinson, Sterling Jeshua Lee	01/12/2024	231228	1,946.43
CDP	Koch, Steven C	01/12/2024	231229	2,561.51
CDP	Malcolm, Jackson L	01/12/2024	231230	2,197.43
CDP	Quint, Peggy J	01/12/2024	231231	2,403.26
CDP	Schneider, David D	01/12/2024	231232	3,012.21
CDP	Cardenas, Carlan	01/31/2024	240131	1,476.91
CDP	Hinson, Sterling Jeshua Lee	01/31/2024	240132	2,011.63
CDP	Koch, Steven C	01/31/2024	240133	2,387.79
CDP	Malcolm, Jackson L	01/31/2024	240134	2,197.43
CDP	Quint, Peggy J	01/31/2024	240135	2,403.26
CDP	Schneider, David D	01/31/2024	240136	3,012.21
CDPT	EFTPS-FW&FICA	01/23/2024	20240131	4,411.96
CDPT	CRA	01/23/2024	20240132	2,344.75
CDPT	CRA	01/15/2024	24011501	2,280.49
CDPT	EFTPS-FW&FICA	01/12/2024	24011502	4,439.54
Grand Totals:				60,507.75

# ROUND MOUNTAIN WATER AND SANITATION

## BOARD OF DIRECTORS MEETING

THURSDAY, January 18, 2024

2:00 P.M. – 3<sup>rd</sup> Street Gallery Building Conference Room

In-person or via zoom – Please call for Invite to Zoom

Call to Order at 2:00 p.m.

Roll Call: Dave Schneider, Peggy Quint, Carlan Cardenas (zoom), Charles Bogle, Steve Lasswell, Randy Wilhelm, Connie Thompson and Mark Dembosky (via zoom)

Pledge of Allegiance led by Steve Lasswell

Public input for those not on the agenda will be limited to 3 minutes. – no public in attendance.

Additions to the February 15, 2024, Board of Directors Meeting Agenda –

1. Property listing adjacent to the lagoons discussion.

### Administrative Reports

1. Assistant District Manager – Peggy Quint – wrapping up 2023 with year-end tasks. 99% completed and we are ready to move into the new year!
2. ORC – Steven Koch – ORC Report was included in the BOD Packet
  - Field Techs are being very proactive looking for lead lines and have been working hard in the office going through each customer file.
3. District Manager – Dave Schneider
  - Well Project – The generator should be arriving by the end of the month. Everything else (Solar Array, well etc.) is working fine.
  - Reservoir – Designs have been finalized and sent to the Department of Natural Resources for their approval.
  - WWTP – getting cost figures together for sludge removal in the lagoons.
  - Working with Powell Water and CRWA on an EC Unit Demonstration Semi-Trailer that is currently in Oregon. Powell Water spent \$1.5 million to build the unit and then Canada shut it down because they wanted a Canadian unit. RMWSD is not 501 (c) (3), however CRWA is non-profit. Powell Water is considering donating the EC Unit Trailer to CRWA for a tax write off. RMWSD would pay to transport the trailer to Westcliffe. It would cost between \$3K and \$5K to transport. RMWSD could use the unit at no cost to the district. It is a 1.5 gpm EC unit and slant plate clarifier and other equipment that can add or subtract the processes. CRWA is a bit reluctant. If CRWA decides against the donation, we could store the EC unit and use it at no cost. This would benefit Powell Water to have it at this convenient location. They could use it for P4 and PFAS removal. Early testing is finding out that Electro Coagulation is one of the very few treatments that can not only capture but destroy those. This could save the district about \$500K on the WWTP Project. We should have an answer from CRWA in March at the CRWA Convention. Dave Kurtz is on board with this idea with an added amendment to application and justification as to why we are using the unit. At the finished clarifying section of the lagoon treatment, we would pipe into the EC Unit and take sampling at the end of the lagoon treatment and then again at the end of the EC unit. There will be an expense for the sampling. AquaPure has a clarifier that Dave would like to look at. They are willing to supply us with a unit at no cost for us to try. Dave has started an RFP to engineers that should be ready to send out next week.

- DeWeese Dye bill for annual surveying is about \$120.00. That is 12% of the total cost.

#### Consent Agenda

1. Approval of the Minutes of the December 21, 2023, Public Hearing and Regular Board Meeting
2. Financial Report and Approval of Checks for December 2023  
Motion to approve Consent Agenda was made by Randy Wilhelm and seconded by Connie Thompson. Motion was unanimously approved.

#### Old Business

1. Personnel Policy changes regarding vacation time for returning employees and leave time use. Resolution 2024-2 to Approve the Personnel Policy regarding accrued vacation time when an employee resigns from the district but returns within one year. Subject to board approval. Motion to approve changes to the Personnel Policy and Resolution 2024-2 was made by Connie Thompson and seconded by Steve Lasswell. Motion carried with a 5-0 vote.
2. Steven Koch request for accrued vacation. Steven was employed for more than 5 years before, resigned, and returned within twelve months. The motion to resume three weeks' vacation (ten hours per month) to Steven Koch effective January 1, 2024, was made by Connie Thompson and seconded by Randy Wilhelm. Motion carried 4-0. Mark Dembosky had stepped away from the zoom call at the time of the vote.

#### New Business

1. Discussion regarding Review Process for Management Job Performance – Connie Thompson presented the draft copy of the Board of Directors review questions for the District Manager and Assistant District Manager. Connie would like to see a more consistent method of reviewing management. Her suggestion was that the evaluations should take place in July prior to the next years' budget work. In the next few months, board members are asked to submit their questions to Connie to be added to the final evaluation.
2. Resolution 2024-1 Designating Regular and Special Board Meeting locations, times, etc. – This is a yearly resolution stating where meetings are held and the location of where the meeting agenda is posted each month.  
Motion to approve the resolutions was made by Connie Thompson and seconded by Randy Wilhelm. Motion carried 5-0
3. Discussion on property listed for sale located adjacent to the WWTP – Documents were included in the Board Packets that informed the board members of a property that has just gone on the market. The property is located just north of the lagoons. The property has a shop and a large house that would be beneficial for district use. It is unknown how long our lease on the current building will last and the rent that the district pays will most likely increase. After discussion, the board agreed that there is some research regarding utilities, ADA compliance, zoning, etc., that will need to be done. Discussion will continue at the next board meeting.

Adjourn 3:24 p.m.



**Round Mountain Water and Sanitation District**

**RESOLUTION 2024- 2 APPROVING THE SIGNATURES REQUIRED  
ON ALL BANK TRANSACTIONS  
WITH UNITED BUSINESS BANK OF WESTCLIFFE, COLORADO**

**WHEREAS**, the Round Mountain Water and Sanitation District ("the District") was organized as a water and sanitation district pursuant to Section 32-1-101 et seq., C.R.S.; and,

**WHEREAS**, the District maintains a checking account at United Business Bank to conduct regular business transactions and make vendor payments; and,

**WHEREAS**, the Colorado State Banking Board has designated United Business Bank as an eligible public depository pursuant to Section 11-10.5, C.R.S.;

**NOW THEREFORE**, The Board of Directors of the District finds and resolves that:

1. The District shall maintain a checking account with United Business Bank.
2. The following individuals shall be signatories on the bank account with United Business Bank:
  - a. District Manager - David Schnieder \_\_\_\_\_
  - b. Assistant District Manager – Peggy Quint \_\_\_\_\_
  - c. Chairman of the Board – Charles Bogle \_\_\_\_\_
  - d. Vice-Chairman of the Board – Steve Lasswell \_\_\_\_\_
  - e. Treasurer – Randall Wilhelm \_\_\_\_\_
  - f. Secretary – Connie Thompson \_\_\_\_\_
  - g. Member at Large – Mark Dembosky \_\_\_\_\_
3. Checks require two (2) signatures. One signature being a duly elected member of the board, and the other signature being either District Manager or Assistant District Manager. Only in an emergency or if a Board Member is not available, will both District Manager and Assistant District Manager sign a check.

RESOLUTION APPROVED AND ADOPTED THIS 15<sup>TH</sup> DAY OF FEBRUARY, 2024.

Round Mountain Water and Sanitation District

By: \_\_\_\_\_

Charles Bogle, Chairman of the Board

By: \_\_\_\_\_

Steve Lasswell, Vice-Chairman of the Board

## **JOB DESCRIPTION: Assistant District Manager**

### **1. Office Management:**

- Proficiently operate all normal office machines and tools including 10-key, computer, and other machines normally present in a modern office.
- Proficiently perform tasks related to accounting, on and offline record keeping and research.
- Manage contracted bookkeeping and management services.
- Train subordinates in the proper use of software, equipment, and other aspects of office operations.
- Implement Board policies and procedures.
- Conduct daily administrative duties, including legal ads, issuance of tap permits, etc.
- Oversee monthly billing and payment procedures for individual, business and bulk water accounts. Supervise utility billing/accounting accrual software system.
- Prepare and/or supervise all books and records for the annual financial audit.
- Fill and/or oversee Colorado Open Records Act (CORA) requests.
- Oversee inventory control, all correspondence and reports, personnel files (W-2s and 1099s), and document retention schedule (shredding of old documents and reports to State).
- Keep all District bonds, deed easements, inclusions, certificates, permits and other documents and corporate acts open to inspection by all electors and other interested parties.

### **2. Board Meetings:**

- Notify members and the public of agendas of all meetings and workshops.
- Take notes and record minutes for Board approval.

### **3. Financial Management:**

- Prepare and implement budget for both administration and operation departments (actual prior year, estimated current year, projected current year, and new year budgets).
- Prepare mill levy certifications.
- Oversee property tax collection and processing of revenue.
- Assist in managing the district's budget, controlling expenses, and maximizing revenue.
- Ensure responsible financial stewardship.

-Research methods for saving time and money for the District.

#### **4. Customer Service:**

-Maintain individual records for each customer; coordinate customer service needs with outside operations staff when necessary.

-Respond to all customer inquiries, complaints, requests for service, etc.

#### **5. Social Media Presence:**

-Update and maintain District's website with current information, e.g., current water rates, fees, policies, press releases, contact information, and other pertinent information.

-Maintain professional and information presence on Facebook; Round Mountain's Facebook page and several community Facebook pages including emergency notifications, office closures, etc.

#### **6. Documents:**

-Prepare Board Agenda and supporting documents; draft board resolutions.

-Maintain current District policies and regulations.

#### **7. Elections:**

-Supervise all aspects of regular and special elections in cooperation with County Clerk and the Secretary of State offices and keep Department of Local Government reporting current.

#### **8. Office Administration:**

-Hire and/or fire employees with District Manager.

-Perform background and reference checks on all potential employees.

-Conduct utility rate surveys and recommendations.

-Schedule training and education for employees.

-Prepare insurance renewals, updates, and claims.

-Complete fee structure analysis and comparisons.

-Work with District Manager regarding Fed and State grants.

#### **9. Political and Community Engagements:**

-Build and maintain positive relationships with local authorities, community leaders, and stakeholders.