



Fort Collins-Loveland Water District Agenda
Tuesday, March 19, 2024 7:00 PM
5150 Snead Drive, Fort Collins, CO

	Page
1. (7:00pm) Roll Call	
2. (7:02pm) Consideration of Agenda	
3. (7:05pm) Public Comments	
4. (7:10pm) Consent Agenda	
4.1 Acceptance of the minutes of the Regular Board meeting of February 20, 2024.	5 - 11
Minutes - Fort Collins-Loveland Water District - Feb 20 2024.pdf	
4.2 Financial Statements	12 - 21
<i>Presenter: Chris Pletcher</i>	
02.29.24 FCLWD FS.pdf	
4.3 Distributions	22 - 33
<i>Presenter: Chris Pletcher</i>	
24-02 Distributions.pdf	
Recommended Motion: Move to approve the Consent Agenda.	
5. (7:15pm) Administration	
5.1 Resolution 2024.03.19.01 to Adopt District Bylaws (ACTION REQUIRED):	34 - 50
Resolution Adopting 2024 Bylaws.pdf	
District Bylaws (2024).pdf	
Recommended Motion: Move to approve the Resolution 2024.03.19.01 to Adopt District Bylaws.	

- 5.2 **Resolution 2024.03.19.02 Designating the Official Custodian of Records and Adopting a Policy on Responding to Open Records Requests (ACTION REQUIRED):** 51 - 55

[Adopting CORA Policy and Appointing Official Custodian.pdf](#) 

Recommended Motion: Move to approve the Resolution 2024.03.19.02 Designating the Official Custodian of Records and Adopting a Policy on Responding to Open Records Requests.

- 5.3 WildRock Quarterly Update 56 - 68
Presenter: Annika Deming

[FCLWD - March 2024 Board Presentation.pdf](#) 

- 5.4 Op Ed Article participation from Board
Presenter: Annika Deming

6. (7:50pm) Development Review & Reimbursement

- 6.1 **Buss Grove/Timnath Parkway 24" Development Reimbursement Allocation (ACTION REQUIRED):** 69 - 70

Presenter: Sam Lowe

[20240308_BussGrove24in_Request#01.pdf](#) 

Move that the Board approve to allocate \$130,000 for the Buss Grove 24-inch Transmission Main Construction.

7. (8:00pm) Capital Projects

- 7.1 **Western Backbone Early Procurement (ACTION REQUIRED):** 71 - 72

Presenter: Linsey Chalfant

[Western Backbone PHII Cover Memo Allocation Request #03.pdf](#) 

Move that the Board approve to allocate \$1,870,000 for Phase II of the Western Backbone Project.

8. (8:10pm) IT and Data Systems

- 8.1 Data Systems Overview and Vision for Data Lakehouse and Democratized data and reporting

Presenter: Eric Dowdy

9. (8:25pm) Water Resources

9.1 **New Metric Tool - Graphic on Water Supply vs Demand Gap
- Are we closing the 1000 AF gap?**

Presenter: Richard Raines and Jan Sitterson


9.2 **Engineering - Illustration of tap purchase date and amount
of water dedicated, compared to actual water use.**

Presenter: Sandra Bratlie

9.3 **Agreement for Shared Consultant Cost Sharing - Cobb
Lake Regional Water Treatment Plant (ACTION REQUIRED):**

73 - 77

Presenter: Chris Pletcher

[2022-24-10 Agreement for Shared Consultant Cost-Sharing - Regional
Water Treatment Plant.pdf](#) 

**Recommended Motion: Move to approve the agreement
for shared Consultant Cost of \$40,000.**

9.4 **Pierce Farm Operations Plan - Repairs for safety and code
compliance. Purchase of compact tractor for weed control
and maintenance (ACTION REQUIRED):**

**Move that the Board approve repairs for safety and code
compliance and purchase of compact tractor for weed
control and maintenance.**

10. (9:20pm) Manager's Report

10.1 General Information

10.2 Staffing Update

10.3 Tap purchases

78 - 79

Presenter: Chris Pletcher

[2024 Water Tap Sales Summary.pdf](#) 

10.4 Project Updates

10.5 **Water Resource Acquisition Opportunities:**

1. Non Tributary Aquifer Storage and Water Supply
2. Green River surface water supply
3. NISP Participant Water Storage and Supply

11. (9:40pm) Executive Session

- 11.1 The Board may enter into executive session as authorized by Section 24-6-402 (4) (e), C.R.S. to determine positions relative to matters that may be subject to negotiation, develop strategy for negotiations, and instruct negotiators with respect to Water Resource Acquisition opportunities (ACTION REQUIRED):**

Recommended Motion: Move that the Board may enter into executive session as authorized by Section 24-6-402 (4) (e), C.R.S. to determine positions relative to matters that may be subject to negotiation, develop strategy for negotiations, and instruct negotiators with respect to Water Resource Acquisition opportunities.

12. (9:55pm) Other Business

13. (10:00pm) Adjournment



Fort Collins-Loveland Water District Minutes
Tuesday, February 20, 2024 7:00 PM
5150 Snead Drive, Fort Collins, CO

Page

1. (7:00pm) Roll Call

*Directors Present: James Borland, Chairman - via Zoom
William Dieterich, Vice-Chairman
Peter O'Neill, Treasurer
Stephen Smith, Director
Denis Symes, Director*

*Others Present: Chris Pletcher - General Manager / Secretary,
Amanda Proctor - Finance Director,
Liza Hayden - Special Projects Manager,
Sandra Bratlie - District Engineer ,
Linsey Chalfant - Engineer III ,
Carlos Medina - Engineer III ,
Jan Sitterson - Tri-Districts, Water Resources,
Alison Gorsevski - Lyon Gaddis,
Adam Jokerst - WestWater,
Brett Bovee - West Water,
Aaron Million - Water Horse Resources LLC,
Brent Waller - Front Range H2O*

2. (7:05pm) Consideration of Agenda

2 items added by Chris Pletcher - General Manager


Add: Modify the Districts Values to include "Sustainable" to ensure long term reliable supply.

Add: Ratification of the change order #1 (time extension only) for the Overland Ponds Larimer #2 Project to install stop logs in the ditch this spring. Cost was previously approved.

3. (7:10pm) Public Comments

No public present

4. (7:15pm) Consent Agenda

- | | | |
|-----|---|----------------------|
| 4.1 | Acceptance of the minutes of the Regular Board meeting of January 16, 2024.
Minutes - Fort Collins-Loveland Water District - Jan 16 2024.pdf  | 8 - 14 |
| 4.2 | Financial Statements
<i>Presenter: Amanda Proctor</i>
01.31.24 FCLWD FS.pdf  | 15 - 25 |
| 4.3 | Distributions
<i>Presenter: Amanda Proctor</i>
24-01 Distributions.pdf  | 26 - 38 |
| 4.4 | Fleet truck purchase
<i>Presenter: Amanda Proctor</i>
FCLWD - Memo re Truck Purchase 2-20-24.pdf 

Recommended Motion: Move to approve the Consent Agenda. | 39

39 |
- Moved by:* Stephen Smith
Seconded by: Denis Symes

Carried 5-0

5. (7:20pm) Financial Items

- | | | |
|-----|---|----|
| 5.1 | Raftelis Proposal - Water Usage and Rates & Fees Analysis (ACTION REQUIRED):
<i>Presenter: Amanda Proctor</i> | 40 |
|-----|---|----|

[FCLWD - Memo re Raftelis Tech Memo Project 2-20-24.pdf](#) 

Recommended Motion: Move to approve the 2024 Tap Fee Analysis and Financial Model Update in the amount of \$59,220.00 to Raftelis. 40

Moved by: Peter O'Neill

Seconded by: Denis Symes

Carried 5-0

5.2 **Resource Central - Slow the Flow (Sprinkler Audit) Program Approval (ACTION REQUIRED):** 41

Presenter: Amanda Proctor

[FCLWD - Memo re Slow the Flow Program 2-20-24.pdf](#) 

Recommended Motion: Move to approve the 2024 Slow the Flow Program in the amount of \$27,200.00 to Resource Central. 41

Moved by: Stephen Smith

Seconded by: William Dieterich

Carried 5-0

5.3 **Cobb Lake Allocation for Public Relations and Administration (ACTION REQUIRED):** 42

Presenter: Chris Pletcher

[Cobb Lake Public Relations & Administration Allocation.pdf](#) 

Recommended Motion: Move to approve the allocation of \$100,000.00 for Cobb Lake Public Relations & Administrations. 42

Moved by: Denis Symes

Seconded by: Stephen Smith

Carried 5-0

6. (7:50pm) Capital Projects

- 6.1 **Allocation for Trilby Tank Project Early Procurement (ACTION REQUIRED):** 43 - 44

Presenter: Carlos Medina

[2024.02.20 Trilby Tank Expansion Cover Memo Allocation Request .pdf](#) 

Recommended Motion: Move to approve an allocation of \$1,513,000.00 for the Trilby Tank Expansion Project. 43 - 44

Moved by: William Dieterich

Seconded by: Denis Symes

Carried 5-0

- 6.2 **Allocation for 2024 Pipeline Condition Assessment (ACTION REQUIRED):** 45

Presenter: Sandra Bratlie

[2024.02.20 - 20024 Condition Assessment Allocation - Memo.pdf](#) 

Recommended Motion: Move to approve an allocation of \$152,252.73 to provide a time extension for the task order into 2024. 45

Moved by: Denis Symes

Seconded by: Peter O'Neill

Carried 5-0

7. (8:10pm) Water Resources

- 7.1 **Ratification of the Change Order #1 (time extension only) for the Overland Ponds Larimer #2 Project to install stop logs in the ditch this spring. Cost was previously approved (ACTION REQUIRED):**

Recommended Motion: Move to approve the ratification of the Change Order #1 (time extension only) for the Overland Ponds Larimer #2 Project to install stop logs in the ditch this spring.

Moved by: Stephen Smith

Seconded by: Denis Symes

Carried 5-0

7.2 **Summary of Diligence Reviews:** 46 - 55

a) Red Tierra WSSC 2.75 Shares Diligence Summary

b) Citizen Printing WSSC 1.0 Shares Diligence Summary

Presenter: Richard Raines and Alison Gorsevski

[Red Tierra WSSC Diligent Summary.pdf](#) 

[Citizen Printing WSSC Diligence Summary.pdf](#) 

7.3 **Executive Session : The Board may enter into executive session as authorized by Section 24-6-402 (4) (e), C.R.S. to determine positions relative to matters that may be subject to negotiation, develop strategy for negotiations, and instruct negotiators with respect to District Water Resource Acquisition and Diligence Summary of Red Tierra WSSC 2.75 Shares and Citizen Printing WSSC 1.0 Share (ACTION REQUIRED):**

Recommended Motion: Move that the Board may enter into executive session as authorized by Section 24-6-402 (4) (e), C.R.S. to determine positions relative to matters that may be subject to negotiation, develop strategy for negotiations, and instruct negotiators with respect to District Water Resource Acquisition and Diligence Summary of Red Tierra WSSC 2.75 Shares and Citizen Printing WSSC 1.0 Share.

Moved by: Denis Symes

Seconded by: Stephen Smith

Carried 5-0

7.4 **Approval of Purchase of Red Tierra WSSC 2.75 shares in the amount of \$10,700,000.00 with a success fee to WestWater of \$307,000.00 and authorize the General Manager to sign closing documents (ACTION REQUIRED):**

Recommended Motion: Move that the Board approve the Purchase of Red Tierra WSSC 2.75 shares in the amount of \$10,700,000.00 with a success fee to WestWater of

\$307,000.00 and authorize the General Manager to sign closing documents

Moved by: Denis Symes

Seconded by: Peter O'Neill

Carried 5-0

- 7.5 **Approval of Purchase of Citizen Printing WSSC 1.0 share in the amount of \$4,000,000.00 and authorize the General Manager to sign closing documents (ACTION REQUIRED):**
Recommended Motion: Move that the Board approve the Purchase of Citizen Printing WSSC 1.0 share in the amount of \$4,000,000.00 and authorize the General Manager to sign closing documents.

Moved by: Stephen Smith

Seconded by: William Dieterich

Carried 5-0

- 7.6 **Approval of Purchase of Sage Homes NPIC 27.0 shares in the amount of \$6,615,000.00 with a success fee to WestWater of \$252,300.00 and authorize the General Manager to sign closing documents (ACTION REQUIRED):**
Recommended Motion: Move that the Board approve the Purchase of Sage Homes NPIC 27.0 shares in the amount of \$6,615,000.00 with a success fee to WestWater of \$252,300.00 and authorize the General Manager to sign closing documents.

Moved by: Denis Symes

Seconded by: Stephen Smith


Carried 5-0

8. (8:40pm) Manager's Report

8.1 General Information

Upcoming process for Tap Fee Schedule and Rate Review - 3 month lookahead.

8.2 Staffing Update

8.3 Tap purchases and Water Supply Update
[2024 Water Tap Sales Summary.pdf](#) 

56 - 58

8.4 Project Updates

9. (9:10pm) Other Business

9.1 **Modify the Districts Values to include "Sustainable" to ensure long term reliable supply and replace "Affordable" with "Cost Effective" (ACTION REQUIRED):**

Recommended Motion: Move to approve to modify the Districts Values to include "Sustainable" to ensure long term reliable supply and replace "Affordable" with "Cost Effective".

Moved by: Peter O'Neill

Seconded by: William Dieterich

Carried 5-0

9.2 Director Smith mentioned NASAs OpenET, a Satellite-Based Water Data Resource which tracks Evapotranspiration over crops and natural landscapes. He is attending a conference in Albuquerque & will report back.

Poudre River Forum March 1 - 4 Directors attending

Northern Spring Symposium April 2 - soliciting interest if Directors want to attend.

10. (9:18pm) Adjournment

Board Secretary

Chairman

FORT COLLINS – LOVELAND WATER DISTRICT

MONTHLY FINANCIAL REPORT

February 29, 2024*

- **Page 1 – Aged Accounts Receivable**
- **Page 1 – Metered Revenue Comparison**
- **Page 2 – Cash and Investments**
- **Page 2 – Expenditures**
- **Page 3 – Investment Account Review**
- **Page 4 – Revenue and Expenses – Budget vs. Actual**
- **Page 9 – Tap Sales**

***Numbers in this report are subject to change as items are posted into the period they occurred.**



February 29, 2024

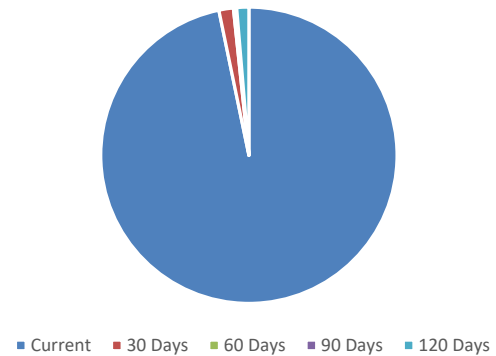
Aged Accounts Receivable (Customer Billings)

Current	\$ 1,129,213	96.7%
30 Days	18,443	1.6%
60 Days	2,266	0.2%
90 Days	1,884	0.2%
120 Days	15,389	1.3% *
	<u>\$ 1,167,196</u>	100.0%

*Accounts greater than 120 days have service disconnected

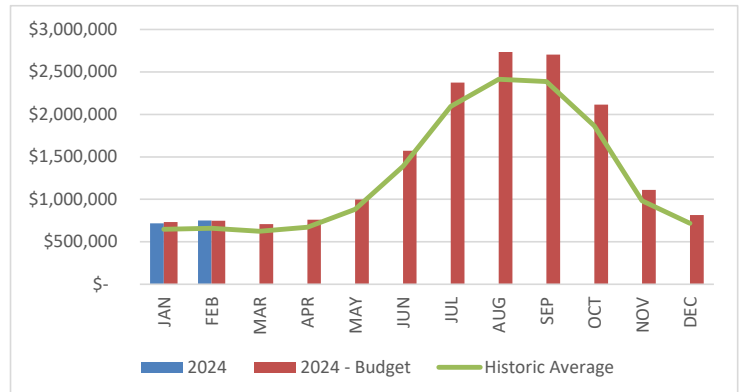
Note> Above amounts *excludes* credits on customer accounts.

Aged Accounts Receivable



Metered Revenue Comparison

	2024	2024 - Budget	Historic Average
JAN	\$ 717,455	\$ 733,768	647,558
FEB	751,981	\$ 746,716	658,984
MAR	-	\$ 707,227	624,135
APR	-	\$ 761,395	671,939
MAY	-	\$ 999,294	881,887
JUN	-	\$ 1,572,294	1,387,565
JUL	-	\$ 2,373,940	2,095,026
AUG	-	\$ 2,735,142	2,413,789
SEP	-	\$ 2,703,595	2,385,950
OCT	-	\$ 2,114,617	1,866,170
NOV	-	\$ 1,112,331	981,643
DEC	-	\$ 813,769	718,159
Totals	\$ 1,469,436	\$ 17,374,088	\$ 15,332,804



Metered revenue includes billings to customers and is the primary source of operating revenue. Customers are billed for the prior month's consumption. The fluxuation year over year is the result of weather variations, increase in number of customers served and rate increases.

The historic average is the average of the last three years' actual revenue.



February 29, 2024

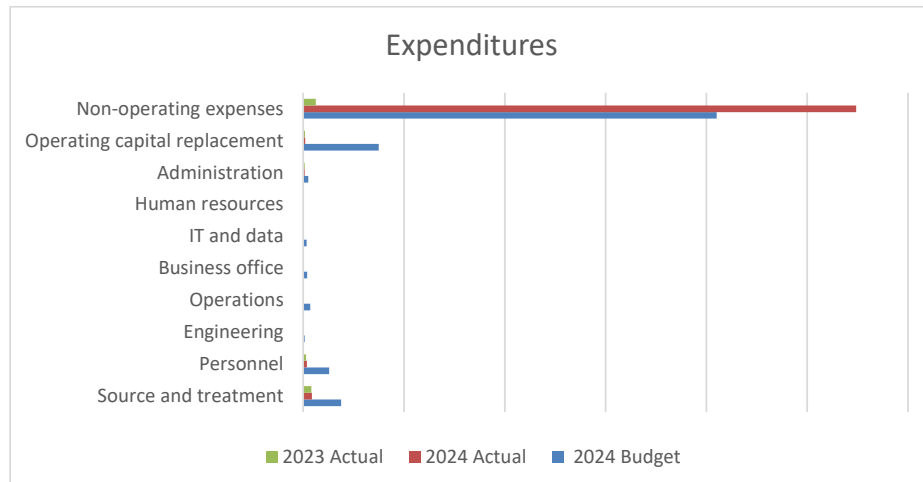
Cash and Investments

		Yield**	
Cash on Hand			\$ 100
Cash in Bank			1,436,651
Savings			
	1st Bank Liquid Asset	4.50%	1,552,001
	Colotrust	5.52%	133,029
	CSAFE	5.44%	219,544
Government Securities		4.16%	140,218,230
			<u>143,559,554</u>
Available Cash and Investments			<u>\$ 143,559,554</u>

**Average monthly yield

Expenditures

Department	2024 Budget	2024 Actual	2023 Actual
Source and treatment	\$ 7,562,105	\$ 1,734,648	\$ 1,646,876
Personnel	5,152,942	727,354	573,480
Engineering	318,660	45,734	43,839
Operations	1,388,700	74,022	94,517
Business office	805,700	142,918	114,741
IT and data	664,625	61,000	60,801
Human resources	34,200	150	-
Administration	1,005,770	325,228	289,973
Operating capital replacement	15,006,350	437,041	353,645
Non-operating expenses	82,071,278	109,719,513	2,485,104
	<u>\$ 114,010,330</u>	<u>\$ 113,267,609</u>	<u>\$ 5,662,976</u>



MSSB Account Summary

Functional Currency: USD 02/01/2024 - 02/29/2024

[Return to Table of Contents](#)

ICAP-Fort Collins Loveland (83270)

Dated: 03/07/2024

Accounting

Balance Sheet Classification		
	Book Value	Market Value
Cash & Cash Equivalents	30,287,606.97	30,287,606.97
Short Term Investments	39,675,012.11	39,264,205.00
Long Term Investments	71,463,040.10	70,790,942.50
Accrued Interest Receivable	738,631.98	738,631.98
Equity	0.00	0.00
Alternative Investments	0.00	0.00
Total	142,164,291.17	141,081,386.45

Unrealized Gain/Loss		
Beginning Unrealized Gain/Loss		-616,510.76
Unrealized Gain		1,091.96
Unrealized Loss		-1,083,996.67
Net Unrealized Gain/Loss		-1,082,904.71
Change Unrealized Gain/Loss		-466,393.95

Interest Income Detail		
	Tax Exempt	Taxable
Beginning Accrued	0.00	777,130.15
Purchased Accrued	0.00	30,938.25
Sold Accrued	0.00	0.00
Coupons Received	0.00	448,212.33
Equity Dividends Received	0.00	0.00
Interest Accrued In Period	0.00	378,775.92
Other Income	0.00	0.00
Interest Income Total	0.00	378,775.92
Ending Accrued	0.00	738,631.98

Amortization/Accretion		
	Tax Exempt	Taxable
Beginning Amortized Cost	0.00	140,929,558.65
Purchases	0.00	14,303,309.87
Sales	0.00	13,885,388.25
Ending Amortized Cost	0.00	141,425,659.18
Amortization/Accretion	0.00	78,826.45

Realized Gain/Loss		
Realized Gain		0.00
Realized Loss		0.00
Realized Impairment Loss		0.00
Net Realized Gain/Loss		0.00
Realized Gains		0.00

Performance

Summary		
	Actual	Annualized
Income Return	0.32%	4.16%
Price Return	-0.33%	-4.08%
Total Return	-0.01%	-0.08%

Market Value		
Daily Average Market Value		140,926,054.94
Beginning Market Value		141,090,178.04
Ending Market Value		141,081,386.45
Change In Market Value		-8,791.58

Transactions

Purchases/Sales/Maturities/Redemptions				
	Purchases	Sales	Maturities	Redemptions
Cash & Cash Equivalents	-6,448,859.87	7,885,388.25	0.00	0.00
Short Term Marketable Securities	0.00	0.00	6,000,000.00	0.00
Long Term Marketable Securities	-7,854,450.00	0.00	0.00	0.00
Equities	0.00	0.00	0.00	0.00
Funds	0.00	0.00	0.00	0.00
Alternative Investments	0.00	0.00	0.00	0.00
Total	-14,303,309.87	7,885,388.25	6,000,000.00	0.00

Cash Transfers	0.00
----------------	------

Security Transfers	
Transfers In	0.00
Accrued Transfers In	0.00
Transfers Out	0.00
Accrued Transfers Out	0.00
Total	0.00

Risk

Summary	
Purchase Yield	3.461
Duration (Years)	1.025
Duration (Days)	374
WAM (Effective)	1.082
WAM (Days)	395.000
Avg Credit Rating	AAA/Aaa/AAA

Duration	
0-90 Days	26.43
90-180 Days	7.36
180-365 Days	15.60
1-2 Years	39.54
Over 2 Years	11.08

Credit Ratings	
AAA/Aaa	100.00
AA/Aa	0.00
A/A	0.00
BBB/Baa	0.00
Non-Invest	0.00
Not Rated	0.00

Sectors	
Cash	21.47
Government	70.15
Agency	2.95
Municipal	0.00
Corporate	5.43
Asset Backed	0.00
Mortgage Backed	0.00
Equity	0.00



**FORT COLLINS - LOVELAND WATER DISTRICT
SCHEDULE OF REVENUE AND EXPENDITURES -
BUDGET vs ACTUAL**

	Approved Budget	Actual - Budgetary Basis	Variance Under Budget (Over Budget)	Percentage of Budget
Revenue				
Operating Revenue				
Metered revenue	\$ 17,374,088	\$ 1,469,436	\$ 15,904,652	8.46%
Water sales - construction	475,000	47,043	427,957	9.90%
Town of Windsor	466,438	138,995	327,443	29.80%
Water rental	200,000	-	200,000	0.00%
Miscellaneous income	175,000	127,070	47,930	72.61%
Property Tax (1.500 mills)	1,706,955	29,313	1,677,642	1.72%
Total operating revenue	20,397,481	1,811,857	(18,585,624)	8.88%
Non-Operating Revenue				
Interest on investments	2,600,000	1,205,006	1,394,994	46.35%
Tap fees (water)	19,200,000	3,930,285	15,269,715	20.47%
Tap fees (PIF)	6,800,000	1,435,261	5,364,739	21.11%
Meter fees	166,000	37,355	128,645	22.50%
Total non-operating revenue	28,766,000	6,607,907	(22,158,093)	22.97%
Total revenue	49,163,481	8,419,764	(40,743,716)	17.13%
Expenses				
Source and Treatment				
Assessments	1,650,000	958,145	691,855	58.07%
Soldier Canyon	3,230,151	573,159	2,656,992	17.74%
City of Loveland	30,000	-	30,000	0.00%
City of Fort Collins - Water Sale IGA	2,606,954	201,590	2,405,364	7.73%
Other water districts	15,000	-	15,000	0.00%
Water resource consulting	30,000	1,754	28,246	5.85%
Total source and treatment	7,562,105	1,734,648	5,827,457	22.94%
Personnel				
Wages	3,860,000	494,153	3,365,847	12.80%
Overtime & on-call pay	96,500	14,259	82,241	14.78%
Payroll taxes	308,800	39,529	269,271	12.80%
Medical insurance	452,542	101,067	351,475	22.33%
Life insurance	57,000	13,794	43,206	24.20%
Retirement	231,600	28,565	203,035	12.33%



**FORT COLLINS - LOVELAND WATER DISTRICT
SCHEDULE OF REVENUE AND EXPENDITURES -
BUDGET vs ACTUAL**

	Approved Budget	Actual - Budgetary Basis	Variance Under Budget (Over Budget)	Percentage of Budget
Worker's compensation ins	15,000	24,361	(9,361)	162.41%
Education & training	60,000	1,454	58,546	2.42%
Cell phone service	16,000	3,234	12,766	20.21%
Safety program	26,000	1,549	24,451	5.96%
Uniforms	15,000	2,330	12,670	15.54%
Employee awards & recognition	6,500	2,366	4,134	36.40%
Recruiting & onboarding	5,000	185	4,815	3.70%
Dues & subscriptions	2,000	508	1,492	25.40%
Travel	1,000	-	1,000	0.00%
Total personnel	5,152,942	727,354	4,425,588	14.12%
Engineering				
Consulting	235,000	14,866	220,134	6.33%
Fuel	6,000	881	5,119	14.68%
Miscellaneous	1,500	363	1,137	24.19%
R & M - equipment	10,000	-	10,000	0.00%
R & M - vehicles	4,000	2,202	1,798	55.06%
Software maintenance	56,160	25,000	31,160	44.52%
Supplies	6,000	2,422	3,578	40.37%
Total engineering	318,660	45,734	272,926	14.35%
Operations				
R & M - lines & equipment	415,000	10,132	404,868	2.44%
R & M - tanks	160,000	14	159,986	0.01%
Fuel	40,000	4,297	35,703	10.74%
Office supplies	2,000	60	1,940	3.00%
R & M - vehicles	45,000	3,293	41,707	7.32%
Supplies	10,000	3,371	6,629	33.71%
Utilities - pump stations	250,000	29,695	220,305	11.88%
Potholing	50,000	5,840	44,160	11.68%
R & M - remote facilities	220,000	1,693	218,307	0.77%
Telemetry	112,200	15,299	96,901	13.64%
Consulting	60,000	-	60,000	0.00%
Software maintenance	24,500	329	24,172	1.34%
Total operations	1,388,700	74,022	1,314,678	5.33%



**FORT COLLINS - LOVELAND WATER DISTRICT
SCHEDULE OF REVENUE AND EXPENDITURES -
BUDGET vs ACTUAL**

	Approved Budget	Actual - Budgetary Basis	Variance Under Budget (Over Budget)	Percentage of Budget
Business office				
Bank service charges	45,000	5,145	39,855	11.43%
Miscellaneous expense	500	-	500	0.00%
On-line bill processing	125,000	6,772	118,228	5.42%
Payroll processing	13,000	2,068	10,932	15.91%
Postage	71,000	10,295	60,705	14.50%
Printing	46,000	5,518	40,482	12.00%
Publications & notices	1,000	66	934	6.59%
R & M - office equipment	11,000	33	10,968	0.30%
Software maintenance	90,000	28,698	61,302	31.89%
Supplies	19,000	2,587	16,413	13.62%
Consulting	136,200	39,688	96,512	29.14%
Customer relations	6,000	360	5,640	6.00%
Water conservation	100,000	6,800	93,200	6.80%
Meter hosting service	50,000	21,922	28,078	43.84%
Water quality testing	45,000	6,095	38,905	13.54%
Utility locates	30,000	5,224	24,776	17.41%
Fuel	13,000	1,508	11,492	11.60%
R & M - vehicles	4,000	139	3,861	3.48%
Total business office	805,700	142,918	662,782	17.74%
IT and data				
Consulting	596,000	41,806	554,194	7.01%
Security	25,525	3,915	21,610	15.34%
Telephone	25,000	11,457	13,543	45.83%
Software renewal and maintenance	17,100	3,742	13,358	21.89%
Supplies	1,000	80	920	8.00%
Total IT and data	664,625	61,000	603,625	9.18%
Human resources				
Consulting	30,000	-	30,000	0.00%
Software renewal and maintenance	1,200	-	1,200	0.00%
Supplies	3,000	150	2,850	5.00%
Total human resources	34,200	150	34,050	0.44%



**FORT COLLINS - LOVELAND WATER DISTRICT
SCHEDULE OF REVENUE AND EXPENDITURES -
BUDGET vs ACTUAL**

	Approved Budget	Actual - Budgetary Basis	Variance Under Budget (Over Budget)	Percentage of Budget
Administration				
Directors' fees	14,400	1,462	12,938	10.15%
Directors' payroll taxes	1,150	79	1,072	6.83%
Directors' expense	15,000	1,389	13,611	9.26%
Audit & consulting fees	27,500	-	27,500	0.00%
Collection fees	18,748	231	18,517	1.23%
Consulting services	50,000	-	50,000	0.00%
Contingency	15,000	2,091	12,909	13.94%
Dues & subscriptions	13,950	9,257	4,694	66.35%
Insurance - liability	78,480	132,402	(53,922)	168.71%
Insurance - property	120,042	105,213	14,829	87.65%
Janitorial service	20,000	3,374	16,626	16.87%
Legal	250,000	39,777	210,223	15.91%
Miscellaneous expenses	100	0	100	0.44%
R & M - administration building	250,000	8,073	241,927	3.23%
Utilities - admin building	40,000	6,294	33,706	15.74%
Fuel	7,000	512	6,488	7.32%
R & M - vehicles	4,000	-	4,000	0.00%
Leased office space	80,400	15,074	65,326	18.75%
Total administration	1,005,770	325,228	680,542	32.34%
 Operating expenses before operating capital replacement	 16,932,702	 3,111,055	 13,821,647	
 Operating income (loss) before operating capital replacement	 3,464,779	 (1,299,198)	 4,763,977	
Operating Capital Replacement				
Source & treatment - operating	910,000	201,375	708,625	22.13%
Meters - operating	299,650	31,274	268,376	10.44%
Distribution - operating	12,078,000	132,864	11,945,136	1.10%
Operations equipment	316,700	52,666	264,034	16.63%
Office & engineering equipment	292,000	18,862	273,138	6.46%
Building improvements - operating	1,110,000	-	1,110,000	0.00%
 Total operating capital replacement	 15,006,350	 437,041	 14,569,309	 2.91%



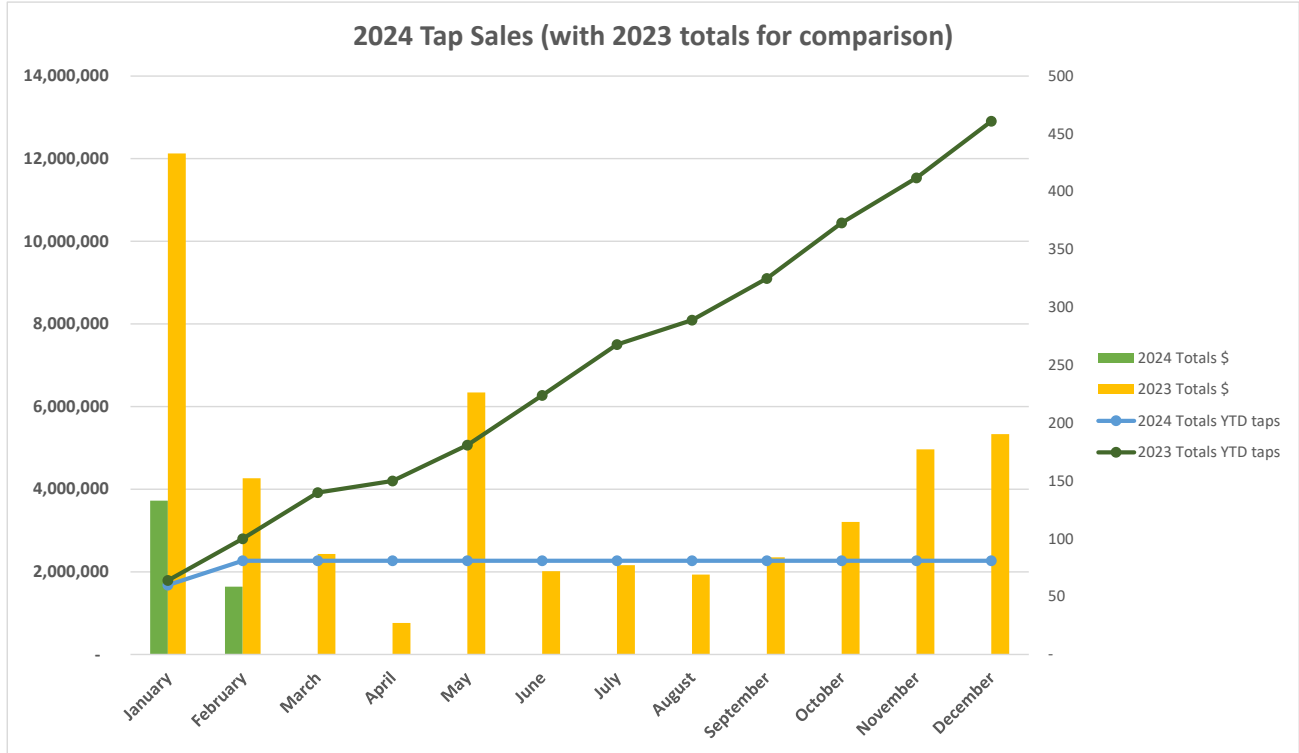
**FORT COLLINS - LOVELAND WATER DISTRICT
SCHEDULE OF REVENUE AND EXPENDITURES -
BUDGET vs ACTUAL**

	Approved Budget	Actual - Budgetary Basis	Variance Under Budget (Over Budget)	Percentage of Budget
Total operating expenses	31,939,052	3,548,096	28,390,956	11.11%
Operating income (loss)	(11,541,571)	(1,736,239)	(9,805,332)	
Non-Operating Expenses				
Interest on CWCB notes	5,597	-	5,597	0.00%
Debt service - CWCB notes	11,989	-	11,989	0.00%
Interest on bonds (2023 issue)	3,594,792	-	3,594,792	0.00%
Debt service - 2023 issue	3,070,000	-	3,070,000	0.00%
Source & treatment	2,350,000	-	2,350,000	0.00%
Water projects / acquisitions	15,915,000	108,871,909	(92,956,909)	684.08%
Water storage	2,615,100	1,134	2,613,966	0.04%
Meters	498,800	60,729	438,071	12.18%
Distribution	54,010,000	785,741	53,224,259	1.45%
Total non-operating expenses	82,071,278	109,719,513	(27,648,235)	133.69%
Total expenses	114,010,330	113,267,609	742,721	99.35%
Nonoperating income (loss)	(53,305,278)	(103,111,606)	49,806,328	
Net Income (Loss)	<u>\$ (64,846,849)</u>	<u>\$ (104,847,845)</u>	<u>\$ (40,000,996)</u>	



February 29, 2024

Tap Sales



	Water Purchased		Water Provided		City Water		2024 Totals			2023 Totals		
	# of taps	\$	# of taps	\$	# of taps	\$	# of taps	\$	YTD taps	# of taps	\$	YTD taps
January	59	3,710,125	1	13,021	-	-	60	3,723,146	60	64	12,125,631	64
February	21	1,642,400	-	-	-	-	21	1,642,400	81	36	4,266,293	100
March			-	-	-	-	-	-	81	40	2,430,549	140
April			-	-	-	-	-	-	81	10	759,955	150
May			-	-	-	-	-	-	81	31	6,339,743	181
June			-	-	-	-	-	-	81	43	2,013,068	224
July			-	-	-	-	-	-	81	44	2,160,416	268
August			-	-	-	-	-	-	81	21	1,933,897	289
September			-	-	-	-	-	-	81	36	2,353,585	325
October			-	-	-	-	-	-	81	48	3,208,643	373
November			-	-	-	-	-	-	81	39	4,965,457	412
December			-	-	-	-	-	-	81	49	5,332,087	461
Totals	80	5,352,525	1	13,021	-	-	81	5,365,546		461	47,889,322	

FORT COLLINS-LOVELAND WATER DISTRICT**Distributions****February 2024**

Check #	Issued To	Description	Amount
91706	AMAZON CAPITALSERVICES	2 PACK POWER STRIP SURGE PROTECTOR, OWL LABS EXPANSION MIC_MODULAR CONFERENCE ROOM	261.91
91707	ARAMARK	RESTROOM SERVICE, SERVICE CHARGE	51.91
91708	ARC, INC.	JANITORIAL SERVICES FOR 5150 SNEAD, TRAILER, ADDTL TRAILER	1,145.03
91709	BOMGAARS	UNIFORM_DASH, UNIFORM_GUERRA, UNIFORM_SANDOVAL	323.42
91710	CONSOLIDATED ELECTRICAL DISTRIBUTORS	REMOTE SITE MATERIALS FOR MODEMS	220.78
91711	CIVILWORX	PRV RELOCATION COLLEGE & TRILBY_DESIGNER, JUNIOR ENGINEER, PROJECT MANAGER, SENIOR ENGINEER, 10/17/23 BECKER EXPENSES	9,617.45
91712	CONCENTRA HEALTH SERVICES, INC	SCREENING (DOT PHYSICAL)	116.00
91713	CONNELL RESOURCES	ZONE 5 TRANSMISSION PH02_GIESLER/RIOS/ROBERTS, WESTERN BACKBONE TRANSMISSION PH2, POT HOLE EXPENSE_TEST HOLE_PIPE ASSESSMENT, TRILBY TANK EXPANSION, AIRPORT TRANSMISSION PROJECT	34,902.26
91714	CYBER74, LLC	TUNGSTEN COMPLETE FEB 2024	5,250.00
91715	DANA KEPNER COMPANY	3/4" LF 600 XL WILKINS PRV, NL WATTS 3/4" PRV, FORD REGULATOR ADAPTOR, S TUBE WITH SWIVEL NUTS	633.00
91716	DATA WEST	WEBSHARE EMAILS	3,821.50
91717	DATAPRINT SERVICES, LLC	POSTAGE FOR FCLWD, PRINTING FOR FCLWD	983.33

FORT COLLINS-LOVELAND WATER DISTRICT**Distributions****February 2024**

Check #	Issued To	Description	Amount
91718	FORT COLLINS LOVELAND WATER DISTRICT	WATER SERVICE AT 4100 S TAFT HILL RD	26.03
91719	FERGUSON WATERWORKS #1116	DEBURRING TOOLS	32.00
91720	FORT COLLINS CONNEXION	INTERNET SERVICE FOR SNEAD	429.90
91721	GE DIGITAL LLC	GE IGS DRIVERS FOR LOGIC CONTROLLER IN SERVER ROOM, ACCELERATION BUNDLE-ANNUAL MAINTENANCE	2,202.75
91722	GREYSTONE TECHNOLOGY	OPERATIONS' LAPTOPS, DELL PRECISION 3460 DESKTOP, TOTALCARE AGREEMENT	22,138.70
91723	LARIMER COUNTY SOLID WASTE	RUBBLE COMMERCIAL	1,019.70
91724	CITY OF LOVELAND	ELECTRIC AT 150W 71ST ST	771.84
91725	NG COMPANIES	COLLEGE & TRILBY RELOCATIONS_HYDROVAC TRUCK, DUMP TRUCK, DISPOSAL, WATER, COLLEGE & TRILBY RELOCATIONS SUBCONTRACTOR-AWP	6,053.99
91726	PIPESTONE EQUIPMENT	RUBBER KIT	801.44
91727	ULINE, INC.	2" NUMBER KIT-600CT	93.98
91728	UTILITY NOTIFICATION CENTER	RTL TRANSMISSIONS	2,443.26
91729	USA BLUEBOOK	3M EMS 4" BALL MARKERS- WATER, CREDIT	4.74
91730	VERIZON CONNECT FLEET USA LLC	FLEET GPS SERVICES-FCLWD	727.45
91731	WESTERN STATES LAND SERVICES LL	LARIMER COUNTY TANK SITE_KA, ALKIRE FARMS REAL LAND APPRAISAL _PROFESSIONAL SERVICES_JD/SA	605.19

FORT COLLINS-LOVELAND WATER DISTRICT

Distributions

February 2024

Check #	Issued To	Description	Amount
91732	WEX BANK	ENGINEERING FUEL, OPERATION FUEL, ADMIN FUEL, OFFICE & FIELD SERVICES FUEL	3,818.04
91733	WILLIAMS SCOTSMAN, INC.	60X24 MODULAR, RENTAL TAX, PREMIUM CONFERENCE PKG T2, PROF. WORKSTATION PKG T2, L-DESK, ADA/IBC RAMP, PREM OFFICE PKG T2, RESTROOM W/1X WEEKLY SERVICE	3,446.00
91734	WILDROCK PUBLIC RELATIONS & MARKETING	COBB LAKE HOURLY PROJECT, HOA RESEARCH, HOURLY MAGNET, MONTHLY SERVICES	21,014.00
91735 - 91741	CUSTOMER REFUNDS	OVERPAYMENT REFUNDS	507.25
91742	ACE HARDWARE - FORT COLLINS	TOMCAT PLACE PACS 22CT_RODENTICIDE	25.99
91743	AMAZON CAPITALSERVICES	KITCHEN SUPPLIES, EVOOMI MONITOR STAND 2-PK_CHALFANT/MEDINA, LOGI WIRELESS MOUSE_CHALFANT, HEAVY DUTY SNOW PLOW PRO-WING BLADE EXTENDERS, OFFICE CANDY, OFFICE SNACKS	546.96
91744	ANTHEM BC/BS	FCLWD MEDICAL COVERAGE	45,249.09
91745	ARC, INC.	JANITORIAL SERVICES FOR 5150 SNEAD, TRAILER, ADDTL TRAILER	1,022.34
91746	AUSTIN DEVOPS	DBA SERVICES, TAP DATABASE MODERNIZATION, TAP DATABASE MANAGEMENT	14,400.00
91747	A-Z SAFETY SUPPLY	SNEAD FIRST AID REFILL	44.11
91748	BECKER SAFETY & SUPPLY	UNIFORMS_DASH, UNIFORM_DOWDY, CARHART JACKETS	881.00
91749	CACHE LA POUDRE WATER	2024 ASSESSMENTS_TIER 2 & 3	350.15
91750	THE JAMAR COMPANY	BOARD ROOM FURNACE REPAIR	551.82
91751	CONNELL RESOURCES	ZONE 5 WATERLINE PH1_RETAINAGE	482,440.80

FORT COLLINS-LOVELAND WATER DISTRICT**Distributions****February 2024**

Check #	Issued To	Description	Amount
91752	CORE & MAIN LP	PRV PARTS	3,252.14
91753	DANA KEPNER COMPANY	IPERL CABLES, 1.5" METER GASKETS	3,550.00
91754	DATAPRINT SERVICES, LLC	POSTAGE FOR FCLWD, PRINTING FOR FCLWD	6,032.42
91755	EANALYTICS LABORATORY LLC	WATER QUALITY TESTING_BRANDS EAST APARTMENTS	70.00
91756	EMPLOYERS COUNCIL SERVICES, INC.	ENTERPRISE MEMBERSHIP DUES 3.2.24-2.28.25	7,900.00
91757	FRONTIER PRINTING	BUSINESS CARDS-250 EACH_MEDINA, DRINNEN, CHALFANT, LOWE, BLAISDELL, POLLY, BRATLIE	259.00
91758	GRAY MATTER SYSTEMS, LLC	SCADA MAINTENANCE & CYBER SERVICES	7,350.00
91759	HDR ENGINEERING INC.	DESKTOP ASSESSMENT CONSULTING_PROFESSIONAL SERVICES, AIRPORT PUMP STATION_PROFESSIONAL SERVICES, WESTERN BACKBONE_PROFESSIONAL SERVICES, LITHOS ENGINEERING/MARKUP, LONGVIEW PUMP STATION_PROFESSIONAL SERVICES	79,099.62
91760	HENSEL PHELPS CONSTRUCTION CO	TRILBY TANK EXPANSION_PROGRESS MEETING, 30% DESIGN ESTIMATING & SCHEDULING	12,129.00
91761	INDUSTRIAL CHEMICALS	SODIUM HYPOCHLORITE 55G DRUM	174.75
91762	INDUSTRIAL CLEANING LTD	5231 AEUL NATURAL GAS FIRED HOT WATER PRESSURE WASHER	8,900.00
91763	KINETIC ENERGY SERVICES	ZONE 5 PHASE 2_HORSETOOTH & COLLEGE_TRAFFIC CONTROL PLANS	650.00

FORT COLLINS-LOVELAND WATER DISTRICT**Distributions****February 2024**

Check #	Issued To	Description	Amount
91764	LOVELAND BARRICADE, LLC	TRAFFIC CONTROL TAFT HILL & TRILBY, AIRPORT TRANSMISSION PROJECT_LEAR DR & CESSNA DR	2,135.00
91765	LOVELAND FORD- LINCOLN	OIL CHANGE_TRUCK 1125_VIN 1FTMF1EP1PKE12387	85.15
91766	LYONS GADDIS	FCLWD GENERAL FEES, REVIEW, DRAFTS	21,020.49
91767	NG COMPANIES	TRILBY PRV RELOCATION_HYDROVAC TRUCK, 392 & I25_HYDROVAC TRUCK, DUMP DISPOSAL FEE, FRESH WATER	3,655.00
91768	NORTHERN WATER	2024 WATER YEAR: 13,209 AFU'S	708,002.40
91769	OFFICESCAPES OF DENVER	STEELCASE THINK CHAIR_POLLY	830.15
91770	POUDRE VALLEY REA 2389	ELECTRIC SERVICE FOR 1970A COLORADO BLVD	199.47
91771	REPUBLIC SERVICES #642	TRASH SERVICES FOR 5150	275.34
91772	SIMON	3/4" WASHED ROCK	1,027.26
91773	STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	516.36
91774	TECHNOLINK OF THE ROCKIES	6 NEW EXTENSIONS, 3 NEW HEADSETS, AND 7 HEADSET ADAPTORS_EQUIPMENT/LABOR	2,492.62
91775	UNITED RENTALS (NORTH AMERICA) INC	RENTAL RETURN_BOOM 40-50' ARTICULATING, FEES, SERVICE CHARGE, DELIVERY & PICKUP, RENTAL PROTECTION	1,014.97
91776	WAGNER RENTS	RED 450 B HUSQVARNA_REPLACEMENT SAW BLADE	420.00

FORT COLLINS-LOVELAND WATER DISTRICT**Distributions****February 2024**

Check #	Issued To	Description	Amount
91777	WILLIAMS SCOTSMAN, INC.	SINGLE STORY 20'X24' FLEX CPX, PERSONAL PROPERTY EXPENSE, LG FORMAT FLEX WINDOW, OSHA STEPS WITH CANOPY, ADA/IBC STEPS W/ CANOPY, PROF. ENTRANCE-STEPS W/ CANOPY, CONFERENCE TABLE 6FT X 3.5FT, DOOR STOP 3' ROUND TABLE	2,212.30
91778	XEROX CORPORATION	BASE CHARGE, BLACK METER CHARGE, COLOR METER CHARGE	330.39
91779	ZULTYS, INC	FEB 2024 TELEPHONE SERVICE	285.23
91780	ARAMARK	RESTROOM SERVICE, MAT NYLON/RUBBER, SCRAPER MAT, SERVICE CHARGE	129.30
91781	AT & T MOBILITY	DISTRICT CELL PHONES & OTHER DEVICES, SECURITY, TELEMETRY	2,925.36
91782	BULLHIDE 4X4 AUTO ACCESSORIES	OIL CHANGE_TRUCK #1107_VIN: 1GC0KUEG3FZ540275	161.12
91783	CD ENGINEERING, INC.	DEVELOPMENT REVIEW CONTRACT_ENGINEER II- DEVELOPMENT REVIEW, PROJECT MANAGER, ENGINEER II - SPECIFICATIONS UPDATE	4,955.00
91784	COLLINS COMMUNICATIONS	HORSETOOTH MOUNTAIN DMR REPEATER SERVICE	60.00
91785	COLLINS COLE FLYNN WINN ULMER	FCLWD GENERAL FEES	18,757.00
91786	CONNELL RESOURCES	ZONE 5 WATERLINE PH1_MANHATTEN, TANAGER, TROUTMAN	106,472.31

FORT COLLINS-LOVELAND WATER DISTRICT

Distributions

February 2024

Check #	Issued To	Description	Amount
91787	FIRSTBANK	AWWA MEMBER TICKET, EDUCATION & TRAINING, FLIGHT-NORTHERN WATER BOARD, OPERATOR CLASS 1, PUBLIC ENGAGEMENT SWAG, SYMPATHY FLOWERS, BOARD DINNER, KITCHEN SUPPLIES, Q1 ENGINEERING LUNCH, OIL CHANGE VIN: 1FTEW1EG8GKD11013, PERMIT-PUBLIC WORKS, IT SUPPLIES, OPERATIONS SUPPLIES, DOCUMENT SECURE, 2023 1099 FILING, MARKETING EMAIL SERVICE, OFFICE MUSIC, STARTUP DIGITAL PLATFORM, WEBSITE MONITORING, KITCHEN & RESTROOM SUPPLIES, FACEBOOK ADS, ZULTYS PHONE DEPOSIT, 2024 MARKETING LUNCH, BOARD MEETING FOOD, OFFICE SUPPLIES, SAFETY BREAKFAST, SOLDIER CANYON STAFF APPRAISAL, SECURITY, CHAIR & TABLE GM OFFICE, AIRPORT TRANSMISSION PROJECT	9,255.12
91788	VOID	VOID	0.00
91789	VOID	VOID	0.00
91790	CITY OF FORT COLLINS UTILITIES	ELECTRIC AT 3103 E HARMONY, ELECTRIC AT 5101 ZIEGLER RD PUMP	163.11
91791	CITY OF FORT COLLINS	HARMONY AND ROCK CREEK CONNECTIONS-15.06MG	44,786.93
91792	FUZION FIELD SERVICES, LLC	PT STANDARD MONTHLY RENTAL	120.00
91793	WW GRAINGER, INC.	PRESSURE GAUGE, 10 PK BOLTS	131.98
91794	GREYSTONE TECHNOLOGY	ON-DEMAND SUPPORT 3 DAYS, FEB 2024 FCLWD CLOUD SERVICES, SCADA RDS USER CAL LICENSE	6,985.80

FORT COLLINS-LOVELAND WATER DISTRICT**Distributions****February 2024**

Check #	Issued To	Description	Amount
91795	HOUSKA AUTOMOTIVE	DOT INSPECTION_VIN:1HTWXSBT34J0 27818, VIN:1FDUF5HT4HEB14301, DIESEL EMISSIONS_16 INTERNATIONAL_VIN:3HTGRSNT9 GN215453	971.81
91796	INDUSTRIAL CHEMICALS	SODIUM HYPOCHLORITE 55 G DRUM	145.75
91797	INDUSTRIAL CLEANING LTD	PRESSURE RELIEF VALVE, SERVICE, LABOR, MILEAGE	225.80
91798	JAMES PEST CONTROL	2/7 PEST TREATMENT	75.00
91799	NCR PAYMENT SOLUTIONS, FL, LLC	MERCHANT FEES FOR CREDIT CARD AND E-CHECK	6,772.23
91800	KANSAS CITY LIFE	FCLWD DENTAL BENEFITS	2,592.64
91801	KINETIC ENERGY SERVICES	ALLOTT_HYDROVAC SERVICES, WATER, DISPOSAL, FUEL SURCHARGE	3,375.00
91802	LARIMER COUNTY SOLID WASTE	RUBBLE COMMERCIAL	815.76
91803	LINCOLN FINANCIAL GROUP	LTD/STD/LIFE/ADD_MARCH 2024	4,631.40
91804	NEW MERCER DITCH COMPANY	WATER ASSESSMENT NUMBER OF SHARES 2.1682, WATER ASSESSMENT NUMBER OF SHARES 0.0625	4,085.94
91805	NG COMPANIES	392 AND I25_HYDROVAC TRUCK, DUMP DISPOSAL FEE, FRESH WATER	3,185.00
91806	O'REILLY FIRST CALL	WIPER BLADES_VIN:1FMCU9G61LUC187 33	53.89
91807	PITNEY BOWES, INC.	POSTAGE MACHINE LEASE	163.53
91808	RED WING BUSINESS ADVANTAGE ACCOUNT	BOOTS_KUNZIE	200.00
91809	ROCKY MOUNTAIN BOTTLED WATER	5 GAL PURIFIED WATER, DELIVERY CHARGE	22.93

FORT COLLINS-LOVELAND WATER DISTRICT

Distributions

February 2024

Check #	Issued To	Description	Amount
91810	SAFELITE FULFILLMENT, INC	ELECTROCHROMIC MIRROR_VIN: 1GC0KUEG3FZ540275	401.61
91811	SOLDIER CANYON WATER TREATMENT AUTHORIT	WATER PURCHASED, RENEWAL AND REPLACEMENT FUND, WATER RESOURCES, PVP MUNROE TURNOUT SCREEN & SED BASIN	570,898.62
91812	SOUTH FORT COLLINS SANITATION DISTRICT	SEWER AT 5150 SNEAD	91.25
91813	SPECIAL DISTRICTS ASSN OF COLORADO	SDA ANNUAL MEMBERSHIP	1,237.50
91814	USA BLUEBOOK	1-1/4" CURB BOX LID, 1" CURB BOX LID	639.00
91815	VERMEER COLORADO	RENTAL OF 2023 VERMEER 500 GAL VAC TRAILER	5,610.00
91816	WESTWATER RESEARCH LLC	IMPLEMENT WATER ACQUISITION STRATEGY, WATER RESOURCE CONSULTING	10,893.75
91817	JAMES BORLAND	DIRECTORS' FEES	92.35
91818	WILLIAM DIETERICH	DIRECTORS' FEES	92.35
91819	PETER O'NEILL	DIRECTORS' FEES	92.35
91820	STEPHEN W SMITH	DIRECTORS' FEES	92.35
91821	DENIS SYMES	DIRECTORS' FEES	92.35
91822 - 91834	CUSTOMER REFUNDS	OVERPAYMENT REFUNDS	848.90
91835	LOVELAND BUICK GMC	2023 GMC ACADA VIN: 1GKKNLLS6PZ263614	43,765.87
91836	DAREN ROBERSON & FARMERS BANK	PURCHASE 18 SHARES OF NPIC	4,410,000.00
91837	KINETIC ENERGY SERVICES	ZONE 5 - SUBSURFACE UTILITY POTHOLNG - HORSETOOTH FROM TAFT HILL TO COLLEGE	36,435.50
91838	RESPEC COMPANY, LLC.	TRILBY TANK EXPANSION - PRELIM DESIGN	72,110.93
91839	SH HOLDINGS HWY1 LLC,INDEPENDENT FINANC	PURCHASE OF 9 SHARES OF NPIC	2,205,000.00
91840	VOID	VOID	0.00
91841	AMAZON CAPITALSERVICES	25 PACK BADGE HOLDERS, 6 PACK BROCHURE HOLDER	66.46

FORT COLLINS-LOVELAND WATER DISTRICT

Distributions

February 2024

Check #	Issued To	Description	Amount
91842	DANIEL BEROLO	UNIFORM_BEROLO	200.00
91843	COLORADO SPECIAL DISTRICTS POOL	WORKERS' COMPENSATION	6,671.00
91844	DANA KEPNER COMPANY	2" OMNI BONNET, OMNI COVER BOLT, OMNI COVER WASHER-STAINLESS STEEL, OMNI COVER WASHER-NYLON, 6FT IPERL CABLE, COMMAND LINK (FOR HANDHELD PROGRAMMERS), 6" LP MJ SOLID SLEEVE, 6" PVC PIPE MECH RESTRAINT, 6" MJ BOLT & GASKET PAK	4,786.00
91845	EANALYTICS LABORATORY LLC	WATER QUALITY TESTING-DREHLE	280.00
91846	FORT COLLINS LOVELAND WATER DISTRICT	WATER SERVICE AT TIMNATH TANK, WATER CHARGE, WATER RESOURCE SURCHARGE	96.64
91847	TJ FRASCO	BOOTS_FRASCO	115.04
91848	GANNETT COLORADO LOCALIQ	PUBLIC NOTICE-EXCLUSION, NOTICE OF FINAL PAYMENT_WESTERN BACKBONE_CONNELL, NOTICE OF FINAL PAYMENT_ZONE 5_CONNELL	273.45
91849	WW GRAINGER, INC.	SS BALL VALVE FNPT 3/8IN	320.00
91850	GREYSTONE TECHNOLOGY	SURFACE GO 3_CARLOS, AZURE SUBSCRIPTION_PART OF CLOUD SERVICES	1,271.55
91851	HOUSKA AUTOMOTIVE	DOT INSPECTION_TRUCK 1117_VIN: 1FTBF2B64KEG07660	129.07
91852	INDUSTRIAL CHEMICALS	SODIUM HYPOCHLORITE 55 GAL DRUM, TRANSPORTATION SURCHARGE	185.75
91853	JACOBS ENGINEERING GROUP INC.	HYDRAULIC MODELING SERVICES THRU 12/31/23	11,760.50
91854	JAX, INC.	BOOTS_AVALOS	182.75

FORT COLLINS-LOVELAND WATER DISTRICT

Distributions

February 2024

Check #	Issued To	Description	Amount
91855	KINETIC ENERGY SERVICES	ZONE 5 PROJECT_SUBSURFACE UTILITY ENGINEERING_TRAFFIC CONTROL	7,850.00
91856	LAND TITLE GUARANTEE COMPANY	TRANSFER FEE FOR RED TIERRA WATER PURCHASE	250.00
91857	CITY OF LOVELAND	ELECTRIC AT 6900 N BOYD LAKE AVE, ELECTRIC AT 3951 E COUNTY ROAD 30, ELECTRIC AT 7450 E CROSSROADS BLVD W TANK	6,236.03
91858	MMS ENVIRONMENTAL LABS	TOTAL COLIFORM TESTING	1,820.00
91859	MOTION & FLOW CONTROL PRODUCTS INC.	2.5-2" BRASS BRUSHING_NEW HYDRANT METERS	342.15
91860	NORTH POUDRE IRRIGATION CO	STOCK TRANSFER FEE	200.00
91861	RESPEC COMPANY, LLC.	TRILBY TANK EXPANSION TO#3_PROJECT MANAGEMENT/COORDINATION, BLAST VIBRATION MONITORING & ADDL GEOTECHINAL	2,183.25
91862	TECHNOLINK OF THE ROCKIES	ZULTY MIGREATION COSTS	3,805.94
91863	VERMEER COLORADO	RENTAL OF 2023 VERMEER 500 GAL VAC TRAILER	5,610.00
ACH	XCEL ENERGY	ELECTRIC AT 5800 E COUNTY ROAD 40	1,072.51
ACH	XCEL ENERGY	ELECTRIC AT 7093 COUNTY ROAD 40	145.76
ACH	POUDRE VALLEY REA 2389	ELECTRIC SERVICE FOR 2738 W CO RD 38E-PUMP STATION	629.06
ACH	POUDRE VALLEY REA 2389	ELECTRIC SERVICE FOR 2890 W TRILBY RD	28.63
ACH	XCEL ENERGY	ELECTRIC AT 5575 E COUNTY ROAD 26 UNIT VLT	334.58

FORT COLLINS-LOVELAND WATER DISTRICT

Distributions

February 2024

Check #	Issued To	Description	Amount
ACH	XCEL ENERGY	GAS AT 5150 SNEAD DR	1,227.77
ACH	POUDRE VALLEY REA 2389	ELECTRIC SERVICE FOR 2110 TRILBY RD	444.90
ACH	XCEL ENERGY	ELECTRIC AT 1170 S OVERLAND TRL BLDG	35.79
ACH	POUDRE VALLEY REA 2389	ELECTRIC SERVICE FOR 2890 W TRILBY RD	46.47
ACH	CITY OF FORT COLLINS UTILITIES	ELECTRIC AT 6600 S COLLEGE AVE PUMP	88.36
ACH	CITY OF FORT COLLINS UTILITIES	ELECTRIC AT 5150 SNEAD DR	1,823.17
ACH	CITY OF FORT COLLINS UTILITIES	ELECTRIC AT 5603 S TIMBERLINE RD	11.40
ACH	CITY OF FORT COLLINS UTILITIES	ELECTRIC AT 3211 ROCK CREEK DR	249.34
ACH	CITY OF FORT COLLINS UTILITIES	ELECTRIC AT 2825 SKIMMERHORN	161.28
WIRE	RED TIERRA	WATER PURCHASE	10,600,220.50
2/2/24	Payroll		130,582.67
2/2/24	Mission Square		14,313.01
2/16/24	Payroll		129,533.10
2/16/24	Mission Square		14,293.09
Total			20,073,335.53

FORT COLLINS-LOVELAND WATER DISTRICT

RESOLUTION NO. 2024.03.19.01

A RESOLUTION REPEALING AND READOPTING THE DISTRICT BYLAWS

WHEREAS, the Fort Collins-Loveland Water District (“District”) is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Colorado Revised Statutes; and

WHEREAS, Section 32-1-1001(1)(m), C.R.S. authorizes the District to adopt, amend, and enforce bylaws not in conflict with the constitution and the laws of the state for carrying on the business, objects, and affairs of the District and its Board of Directors; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Fort Collins-Loveland Water District that:

1. **Repeal of all Prior Bylaws.** All bylaws previously adopted by the Board of Directors are hereby repealed.
2. **Adoption of Bylaws.** The Bylaws attached hereto as **Exhibit A** are hereby adopted.
3. **Severability.** If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.
4. **Effective Date.** This Resolution shall take effect and be enforced immediately upon its approval by the Board.

Adopted this 19th day of March, 2024.

FORT COLLINS-LOVELAND WATER
DISTRICT

By: _____
James Borland, Chair

Attest:

Chris Pletcher, Secretary

EXHIBIT A
2024 BYLAWS

[Attached]

DISTRICT BYLAWS

SECTION 1. AUTHORITY. The Fort Collins-Loveland Water District (“District”) is a governmental subdivision of the State of Colorado and a body corporate with those powers of a public or quasi municipal corporation which are specifically authorized by, and in compliance with, Section 32-1-101 *et seq.*, C.R.S. The District was created in 1961 by court order and is located in the Counties of Larimer and Weld.

SECTION 2. PURPOSE. It is hereby declared that the Bylaws hereinafter set forth will serve a public purpose.

SECTION 3. POLICIES OF THE BOARD. It shall be the policy of the Board of Directors (“Board”) of the District, consistent with the availability of revenues, personnel and equipment, to use its best efforts to provide the quality of services as authorized under the Statement of Purpose adopted June 30, 1986 or by law.

SECTION 4. BOARD OF DIRECTORS. All powers, privileges and duties vested in, or imposed upon, the District by law shall be exercised and performed by and through the Board, whether set forth specifically or impliedly in these Bylaws. The Board may delegate to officers, employees, and agents of the District any or all administrative and ministerial powers.

Without restricting the general powers conferred by these Bylaws, it is hereby expressly declared that the Board shall have the following powers and duties:

- a. To confer upon any appointed officer or employee of the District the power to choose, remove or suspend employees or agents upon such terms and conditions as may seem fair and just and in the best interests of the District.
- b. To determine and designate, except as otherwise provided by law or these Bylaws, who shall be authorized to make purchases, negotiate leases for office space, and sign receipts, endorsements, checks, releases and other documents. The Board may, on a limited basis and by resolution or other Board action, give the General Manager or other appointed signatory the power to sign contracts, including purchases of real and personal property, goods and services, and other official documents on behalf of District.
- c. To create standing or special committees and to delegate such power and authority thereto as the Board deems necessary and proper for the performance of such committee’s functions and obligations.
- d. To prepare or cause to be prepared financial reports covering each year’s fiscal activities; and such reports shall be available for inspection by the public, as required by law.

SECTION 5. OFFICE.

- a. **Business Office.** The principal business office of District shall be at 5150 Snead Drive, Fort Collins, Colorado, unless otherwise designated by the Board.
- b. **Establishing Other Offices and Relocation.** The Board, by resolution, may from time to time, designate, locate and relocate its executive and business office and such other offices as, in its judgment, are necessary to conduct the business of the District.

SECTION 6. MEETINGS.

- a. **Regular Meetings.** Regular meetings of the Board shall be conducted on the third Tuesday of each month at 7:00 p.m. and held at the business office, unless otherwise noticed and posted. When necessary, the Board, in its discretion, by motion may change the time and date of regular Board meetings.
- b. **Special Meetings.** Special meetings of the Board may be called by the Chair, the Vice Chair, or any two (2) Directors of the Board.
- c. **Meeting Public.** All meetings of the Board, other than executive sessions and social gatherings, shall be open to the public. Meetings include any and all sessions of the Board, at which a quorum of the Board or three (3) or more Directors are expected to be in attendance for discussion of District business, either in person, telephonically, or electronically.
- d. **Board Member Notice.** Section 6.a. shall constitute formal notice of regular meetings to the Directors, and no other notice shall be required to be given to the Board. Notice of special meetings shall be provided to Directors by email, telephone, or United States Postal Service (USPS) not less than twenty-four (24) hours in advance. Notice delivered by USPS shall be deemed delivered at 5:00 p.m. on the third (3rd) day following the day on which it was deposited. Attendance by a Director at a regular or special meeting shall be deemed a waiver by the Director of the notice requirements of this subsection d.
- e. **Public Notice.** Public notice and an agenda for all meetings shall be posted not less than twenty-four (24) hours in advance as set forth in the Colorado Open Meetings Law. The District's webpage is designated for the posting of such notice pursuant to Section 24-6-401, C.R.S.
- f. **No Informal Action by Directors/Executive Sessions.** All official business of the Board shall be conducted at regular or special meetings.

Executive sessions may be called at regular or special meetings, and conducted according to the following guidelines:

1. Calling the Executive Session. The topic for discussion in the executive session shall be announced in a motion, and the specific statute that authorizes the executive session shall be cited. The matter to be discussed shall be described in as much detail as possible without compromising the purpose of being in executive session. An affirmative vote of two-thirds (2/3) of the quorum in attendance shall be required to go into executive session.
 2. Conducting the Executive Session. No adoption of any proposed policy, position, resolution, rule, regulation, or formal action shall take place in an executive session. The discussion in executive session shall be limited to the reasons for which the executive session was called. An electronic record (such as an audio tape) of the actual contents of the discussion in the executive session shall be kept. No electronic or other record is necessary to be kept for any portions of the discussion which the District's attorney reasonably believes constitute attorney-client privileged communication. The attorney shall state on the electronic record when any portion of the executive session is not recorded as an attorney-client privileged communication or sign a statement to the same effect.
 3. Records of Executive Sessions. The electronic record of any executive session shall be retained by the District for ninety (90) days from the date of the executive session and then destroyed. Electronic recordings of the executive session, or transcripts or other reproduction of the same, shall not be released to the general public for review under any circumstances, except as required by law.
- g. Adjournment and Continuance of Meetings. When a regular or special meeting is for any reason continued to another time and place, notice need not be given of the continued meeting if the time and place of such meeting are announced at the meeting at which the continuance is taken. At the continued meeting, any business may be transacted which could have been transacted at the original meeting.
- h. Emergency Meetings. Notwithstanding any other provisions in this Section 6, emergency meetings may be called, without notice if notice is not practicable, by the Chair, Vice Chair, or any two (2) Directors of the Board in the event of a declared emergency that requires the immediate action of the Board in order to protect the public health, safety, welfare and property of the residents and visitors of the District. If possible, notice of

such emergency meeting may be given to the Board by telephone or whatever other means are reasonable to meet the circumstances of the emergency. At such emergency meeting, any action within the power of the Board that is necessary for the immediate protection of the public health, safety, welfare or property of the residents and visitors of the District may be taken; provided, however, that any action taken at an emergency meeting shall be effective only until the first to occur of (a) the next regular meeting, or (b) the next special meeting of the Board at which the emergency issue is on the public notice of the meeting. At such subsequent meeting, the Board may ratify any emergency action taken. If any emergency action taken is not ratified, then it shall be deemed rescinded as of the date of such subsequent meeting, although the validity and effectiveness of the emergency action during its effective time shall not be invalidated. A declared emergency for purposes of this subsection h is an emergency within the District that has been declared by county or municipal government, the State of Colorado, the United States government, of any department or agency thereof, or the Chair, Vice Chair, or any two (2) Directors of the Board.

- i. **Email Meetings.** Section 24-6-402, C.R.S., requires that certain e-mail correspondence between three (3) Directors (or, when two (2) Directors constitute a quorum, two (2) Directors), if said email correspondence discusses pending resolutions or other District business, shall be considered a public meeting subject to the requirements of the Colorado Open Meetings Law.
- j. **Telephonic Attendance at Meetings.** Section 24-6-402(1)(b), C.R.S., defines a meeting as “Any kind of gathering to discuss public business, in person, by telephone, electronically, or by other means of communication.” Directors may attend meetings by telephone (or other electronic means), so long as he or she is able to reasonably hear the comments from the audience and any comments and discussion among other Directors and staff, and is able to participate in the discussion.

SECTION 7. CONDUCT OF BUSINESS.

- a. **Quorum.** All official business of the Board shall be transacted at a regular or special meeting at which a quorum (majority) of the Directors shall be in attendance in person, telephonically, or electronically, except as provided in Section 6.h. above and Section 7.b. below.
- b. **Vote Requirements.** Any action of the Board shall require the affirmative vote of a majority of the Directors in attendance and voting at a meeting properly called and at which a quorum is in attendance, except that to

convene an executive session of the Board, a two-thirds (2/3) affirmative vote is required.

- c. **Electronic Signatures.** In the event the signature(s) of one (1) or more Directors of the Board or appointed signatories are required to execute a written document, contract, note, bond, deed, and/or other official papers of the District, and the appropriate individual(s) is unable to be physically present to sign said documentation, such individual or individuals are authorized to execute the documentation electronically via facsimile or e-mail signature, unless said documentation provides otherwise. Any electronic signature so affixed to a document shall carry the full legal force and effect of any original, handwritten signature. Except as approved herein, this provision of these Bylaws shall not be interpreted as establishing District's consent or authorization to bind District to any transaction by the use of electronic records or electronic means. This provision is made pursuant to Article 71.3 of Title 24, C.R.S., also known as the Uniform Electronic Transactions Act.
- d. **Order of Business.** The business of all regular meetings of the Board shall be transacted, as far as practicable, in the following order, and the agenda for such meetings shall describe in as much detail as is possible the topics planned for discussion within each category:
 - 1. Changes to Agenda;
 - 2. Approval (or approval, as modified) of the minutes of the previous meeting;
 - 3. Public input (for matters not otherwise on the agenda/3-minute time limit/no disrupting, pursuant to Section 18-9-108, C.R.S.);
 - 4. Officers, committees and professional consultants;
 - 5. Unfinished business;
 - 6. New business and special orders;
 - 7. Executive session, if needed; and
 - 8. Adjournment.
- e. **Public Conduct at Meetings.** Comments by members of the public shall be made only during the "Public Input" portion of the meeting and shall be limited to three (3) minutes per individual and five (5) minutes per group

spokesperson unless additional opportunity is given at the Board's discretion. Each member of the public wishing to speak may be asked to fill out a form indicating name, address, and agenda item to be addressed. Disorderly conduct, harassment, or obstruction of or interference with meetings by physical action, verbal utterance, nuisance or any other means are hereby prohibited and constitute a violation of District rules. Such conduct may result in removal of person(s) responsible for such behavior from the meeting and/or criminal charges filed against such person(s). To the extent such occurrences arise and the person(s) responsible refuses to leave the premises, law enforcement authorities will be summoned. Prosecution will be pursued under all applicable laws including, without limitation, Sections 18-9-108, C.R.S. (disrupting lawful assembly), 18-9-110, C.R.S. (public buildings - trespass, interference), and/or 18-9-117, C.R.S. (unlawful conduct on public property). Law enforcement may be requested to attend meetings at any time in which the Board believes their presence will be an asset to the keeping of peace and the conducting of public business. 9-1-1 will be called at any time that the Board or staff feels threatened or endangered during a public meeting.

- f. **Minutes.** Within a reasonable time after passage, all votes, resolutions, motions and minutes of Board meetings shall be recorded in a visual text format that may be transmitted electronically and kept for that purpose and shall be attested by the Recording Secretary. Such records shall be the official record of Board meetings. Minutes of regular meetings shall be available for public review as soon as practicable following acceptance of the minutes by adoption of a motion of the Board. Executive sessions shall be electronically recorded on audio tape or other electronic media, and such electronic recording or reproduction of the same shall be kept separate from minutes of regular sessions as described in Section 6.e. of these Bylaws, and shall not be open to the public except as required by law. Draft minutes are considered work product under the Colorado Open Records Act and are not available to the public until discussed by the Board in a public meeting.

SECTION 8. DIRECTORS, OFFICERS AND PERSONNEL.

- a. **Director Qualifications and Terms.** Directors shall be electors of the District. The term of each Director shall be determined by relevant statutory provisions with regular elections held in odd numbered years, and conducted in the manner prescribed by Articles 1 through 13.5, Title 1, and Part 8, Article 1, Title 32, C.R.S.
- b. **Faithful Performance Bonds.** Each Director shall furnish, at the expense of the District, an individual, schedule or blanket surety bond or crime

insurance in the sum of not less than one thousand dollars (\$1,000) each, conditioned on the faithful performance of the duties of his/her office. In addition, the Treasurer shall furnish, at the expense of the District, a corporate fidelity bond or crime insurance in a sum of not less than five thousand dollars (\$5,000), conditioned upon the faithful performance of the duties of his/her office.

- c. **Director's Performance of Duties.** A Director of the District shall perform all duties of a Director, including duties as a member of any committee of the Board upon which the Director may serve, in good faith, in a manner in which the Director reasonably believes to be in the best interests of District, and with such care as an ordinarily prudent person in a like position would use under similar circumstances. In performing the Director's duties, the Director shall be entitled to rely upon information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by persons and groups listed in subparagraphs 1, 2 and 3 of this subsection c. The Director shall not be considered to be acting in good faith if he/she has knowledge concerning the matter in question that would cause such reliance to be unwarranted. A person who so performs the Director's duties shall not have any liability by reason of being or having been a Director of the District. Those programs and groups upon whose information, opinions, reports, and statements a Director is entitled to rely upon are:
1. One (1) or more officers or employees of the District whom the Director reasonably believes to be reliable and competent in the matters presented;
 2. Legal counsel, public accountants, or other persons as to matters which the Director reasonably believes to be within such persons' professional knowledge or expertise; and
 3. A committee of the Board upon which the Director does not serve, duly designated in accordance with the provisions of these Bylaws, as to matters within the committee's designated authority, which committee the Director reasonably believes to merit confidence.
- d. **Oath of Office.** Each Director of the Board, before assuming the responsibilities of his/her office, shall take and subscribe an oath of office in the form prescribed by law.
- e. **Election of Officers.** The Board shall elect from its membership a Chair/President, Secretary, Treasurer, and Vice Chair/President who shall be the officers of the Board and of the District. The Board may elect from

its membership Vice Chairs/Presidents and Assistant Secretaries and/or Assistant Treasurers. The officers shall be elected by a majority of the Directors voting at such election. The Board may, from time to time, appoint an acting officer in the absence of any individual officer. The election of the officers shall be conducted biennially at the first regular meeting of the Board following the regular biennial election of the Directors. Each officer so elected shall serve for a term of two (2) years, or as otherwise directed by the Board. Under any circumstance, the term shall continue until the election of his/her successor. Officers elected following the 2022 regular election shall serve for a term of one (1) year to facilitate the conversion of regular elections from even to odd numbered years.

- f. **Vacancies.** Any vacancy occurring on the Board shall be filled by an affirmative vote of a majority of the remaining Directors, as prescribed by law, with the appointee to serve until the next biennial election, as prescribed by statute. The appointed individual must meet the statutorily prescribed qualifications for Directors and shall serve until the next regular election.
- g. **Resignation and Removal.** Directors may be removed from office only by recall as prescribed by statute. Any Director may resign at any time by giving written notice to the Board, and acceptance of such resignation shall not be necessary to make it effective, unless the notice so provides.
- h. **Chair and President.** The Chair shall preside at all meetings. The Chair shall also be the President of the District. The President is authorized to sign all contracts, deeds, notes, debentures, warrants and other instruments on behalf of the District.
- i. **Secretary.** The Vice Chair shall preside at meetings in the absence of the Chair; be responsible for the records of the District; may act as Secretary at meetings of the Board and record all votes; shall be responsible for composing a record of the proceedings of the Board in a visual text format that may be transmitted electronically and kept for that purpose, which shall be an official record of the Board; and shall perform all duties incident to that office. The Secretary shall be the designated election official of the District and the custodian of the seal of District, unless otherwise determined by the Board. The Secretary shall have the authority to affix such seal to and attest all contracts and instruments authorized to be executed by the Board.
- j. **Treasurer.** The Treasurer shall be authorized to invest, or cause to be invested, all surplus funds or other available funds of the District in permitted investments authorized by law or as specified by the Board. The

Treasurer shall be Chair of the Budget Committee and of the Audit Committee if so convened. The Treasurer shall keep, or cause to be kept, strict and accurate accounts of all money received by and disbursed for and on behalf of the District in permanent records.

k. **Vice Chair/Vice President and Assistant Secretaries and/or Treasurers.**

The Vice Chair/President and Assistant Secretaries and/or Treasurers shall have all powers of the associated primary officers in the absence of such officers. In the event that dual signatures of Directors are required on any instrument, then two (2) different Directors of the Board shall sign such instrument.

l. **Recording Secretary.** The Board shall have the authority to appoint a recording secretary, who need not be a member of the Board, and who shall be responsible for recording the minutes of the meetings of the Board. The recording secretary shall not be required to take an oath of office, nor shall the recording secretary be required to post a performance bond.

m. **Additional Duties.** The officers of the Board shall perform such other duties and functions as may, from time to time, be required by the Board, by these Bylaws or the rules and regulations of the District, by law, or by special exigencies, which shall later be ratified by the Board.

n. **Manager or Administrator.** The Board may appoint a manager or contract with an administrator to serve for such term and upon such conditions, including compensation, as the Board may establish. Such manager or administrator shall have general supervision over the administration of the affairs, employees and business of the District and shall be charged with the hiring and discharging of employees and the management of District properties. Such manager or administrator shall have the care and custody of the general funds of the District and shall deposit or cause to be deposited the same in the name of District in such banks or savings associations as the Board may select. Such manager or administrator will approve all vouchers, orders and checks for payment, and shall keep or cause to be kept regular books of account of all District transactions and shall obtain, at the District's expense, such bond for the faithful performance of its duties, or crime insurance as the Board may designate. The Board may delegate such powers and duties to the manager or administrator as it deems appropriate.

o. **Personnel Selection and Tenure.** The selection of agents, employees, engineers, accountants, special consultants and attorneys of the District by the Board will be based upon the relative qualifications and capabilities of the applicants and shall not be based upon political services or affiliations.

Agents and employees of the District shall hold their offices at the pleasure of the Board. Contracts for professional services of engineers, accountants, special consultants and attorneys may be entered into upon such terms and conditions as may seem reasonable and proper to the Board.

SECTION 9. FINANCIAL ADMINISTRATION.

- a. **Fiscal Year.** The fiscal year of the District shall commence on January 1st of each year and end on December 31st.
- b. **Budget.** On or before October 15th of each year, the Finance Director shall prepare and submit to the Board a proposed budget for the ensuing fiscal year. Such proposed budget shall be accompanied by a statement which shall describe the important features of the budget plan and, by a general summary wherein shall be set forth the aggregate features of the budget, in such manner as to show the balanced relations between the total proposed expenditures and the total anticipated income or other means of financing the proposed budget for the ensuing fiscal year, as contrasted with the corresponding figures for the last completed fiscal year and the current fiscal year. The proposed budget shall be supported by explanatory schedules or statements classifying the expenditures contained therein by services, subjects and funds. The anticipated income of the District shall be classified according to the nature of receipts.
- c. **Notice of Budget.** Upon receipt of the proposed budget, the Board shall cause to be published a notice that the proposed budget is open for inspection by the public at the District's business office; that the Board will consider the adoption of the proposed budget at a public hearing on a certain date; and that any interested elector may inspect the proposed budget and file or register any objections thereto at any time prior to its final adoption. Such notice shall be posted or published in substantial compliance with law.
- d. **Adoption of Budget.** On the day set for consideration of such proposed budget, the Board shall review the proposed budget and revise, alter, increase or decrease the items as it deems necessary in view of the needs of the District and the probable income of the District. The Board shall then adopt a budget, either during the budget hearing or at a later date and time to be set by the Board, setting forth the expenditures to be made in the ensuing fiscal year. The Board shall provide for sufficient revenues to finance budgeted expenditures with special consideration given to the proposed ad valorem property tax levy.

- e. **Levy and Collection of Taxes.** On or before December 15th of each year, the Board shall certify to the Board of County Commissioners of the County or Counties in which the District is located the mill levy established for the ensuing fiscal year, in order that, at the time and in the manner required by law for the levying of taxes, such Commissioners shall levy such tax upon the assessed valuation of all taxable property within District.
- f. **Filing of Budget.** On or before January 30th of each year, the Board shall cause a certified copy of such budget to be filed with the Division of Local Government in the Colorado Department of Local Affairs.
- g. **Appropriating Resolution.**
 - 1. At the time of adoption of the budget, the Board shall enact a resolution making appropriations for the ensuing fiscal year. The amounts appropriated thereunder shall not exceed the amounts fixed therefor in the adopted budget.
 - 2. The income of the District, as estimated in the budget and as provided for in the tax levy resolution and other revenue and borrowing resolutions, shall be allocated in the amounts and according to the funds specified in the budget for the purpose of meeting the expenditures authorized by the appropriation resolution.
 - 3. The Board may make an appropriation to and for a contingency fund to be used in cases of emergency or for any other unforeseen contingencies.
- h. **No Contract to Exceed Appropriation.** The Board shall have no authority to enter into any contract, or otherwise bind or obligate the District to any liability for payment of money for any purposes for which provision is not made in an appropriation resolution, including any legally authorized amendment thereto, in excess of the amounts of such appropriation for that fiscal year. Any contract, verbal or written, contrary to the terms of this Section 9 shall be void ab initio, and no District funds shall be expended in payment of such contracts.
- i. **Contingencies.**
 - 1. In cases of emergency caused by a natural disaster, public enemy, or other contingency which could not reasonably have been foreseen at the time of the adoption of the budget, the Board may authorize the expenditure of funds in excess of the budget by resolution duly adopted by a two-thirds (2/3) vote of the Board. Such resolution

shall set forth in full the facts concerning the emergency and shall be included in the minutes of such meeting.

2. If so enacted, a copy of the resolution authorizing additional expenditures shall be filed with the Division of Local Government in the Colorado Department of Local Affairs and shall be published in compliance with statutory requirements.

j. **Payment of Contingencies.**

1. If there are unexpended or uncommitted money in funds other than those to which the emergency relates, the Board shall transfer such available money to the fund from which the emergency expenditure is to be paid.
2. To the extent that transferable funds are insufficient to meet the emergency appropriation, the Board may borrow money through (a) the issuance of tax anticipation warrants, to the extent that the mill levy authority of the District is available as provided by law, (b) the issuance of bond anticipation notes payable from future bond proceeds or operating revenue, or (c) any other lawful and approved method.

k. **Annual Audit.**

1. The Board shall cause an annual audit (or exemption from audit) to be made at the end of each fiscal year of all financial affairs of the District through December 31st of such fiscal year. The audit report must be submitted to the Board within six (6) months of the close of such fiscal year, or as otherwise provided by law. Such audit shall be conducted in accordance with generally accepted auditing standards and by a registered or certified public accountant who has not maintained the books, records and accounts of District during the fiscal year. The auditor shall prepare, and certify as to its accuracy, an audit report, including a financial statement and balance sheet based on such audit, an unqualified opinion or qualified opinion with explanations, and a full disclosure of any violation of Colorado law, pursuant to statutory requirements.
2. There shall be a permanent Audit Committee composed of the Treasurer and one (1) other member of the Board appointed by the Chair/President. The Audit Committee shall be responsible for the appointment, compensation, selection (to be approved by the Board), retention, and oversight of the work of any independent accountants

engaged for the purpose of preparing or issuing an independent audit report or performing other independent audit, review or attest services for the District. The Audit Committee may, as necessary and to the extent of its ability, provide independent review and oversight of the District's financial reporting processes, internal controls and independent auditors. All accountants thus engaged shall report directly to the Audit Committee.

3. A copy of the audit report shall be maintained by the District as a public record for public inspection at all reasonable times.
4. A copy of the audit report shall be forwarded to the State Auditor or other appropriate State official pursuant to statutory requirements.
5. Notwithstanding the foregoing audit requirements, the Board may file for an application for exemption from audit if the statutory criteria are met.

SECTION 10. CORPORATE SEAL. The seal of the District shall be a circle containing the name of the District and shall be available to be used upon all documents requiring a seal and in such a manner as seals generally are used by public and private corporations. The Secretary shall keep, or cause to be kept, the seal and shall be responsible for its safekeeping and care.

SECTION 11. DISCLOSURE OF CONFLICT OF INTEREST. A potential conflict of interest of any Director shall be disclosed in accordance with State law, particularly Article 18 of Title 24, C.R.S., and Sections 32-1-902(3) and 18-8-308, C.R.S.

SECTION 12. COMPENSATION. Each Director shall receive the maximum compensation authorized by statute, unless otherwise determined by the Board. No Director shall receive compensation as an employee of the District, except as may be provided by statute.

SECTION 13. INDEMNIFICATION OF DIRECTORS AND EMPLOYEES. The District shall defend, hold harmless and indemnify any Director, officer, agent, or employee of the District, whether elective or appointive, against any tort or liability, claim or demand, without limitation, arising out of any alleged act or omission occurring during the performance of official duty, as more fully defined by law or by an indemnification resolution, if any. The provisions of this Section 13 shall be supplemental and subject to and, to the extent of any inconsistency therewith, shall be modified by the provisions of the Colorado Governmental Immunity Act, Section 24-10-101, *et seq.*, C.R.S.

SECTION 14. BIDDING AND CONTRACTING PROCEDURES. Except in cases in which the District will receive aid from a government agency, a notice shall be published for bids on all construction contracts for work, materials, or both, involving an expense of District funds in or above the amount set forth in Section 32-1-1001(1)(d)(I), C.R.S. The Board may reject any and all bids, and if it appears that the District can perform the work or secure material for less than the lowest bid, it may proceed to do so in accordance with law. Notwithstanding the foregoing, the District may award an integrated project delivery contract, pursuant to Section 32-1-1801, *et seq.*, C.R.S., upon (i) the determination of the Board that integrated project delivery represents a timely or cost-effective alternative for a project; (ii) publication of a request for qualifications and/or request for proposals; and (iii) compliance with Part 18 of Article 1, Title 32, C.R.S. All other statutory requirements relating to performance bonds, retainage, and similar matters shall also be complied with.

SECTION 15. RECORDS MANAGEMENT. The District shall comply with, and adopt and maintain policies as necessary for compliance with, applicable records retention, destruction, and disclosure requirements, including the Colorado Open Records Act, State Archives and Public Records Law, and various consumer privacy legislation. The District manager or administrator, or his/her designee, is hereby designated as the Official Custodian of Records (“Custodian”) pursuant to the Colorado Open Records Act. In the event there is any question as to whether the District is permitted to comply with a Colorado Open Records Act request, the Custodian shall forward such request to the District’s legal counsel. Copies of records shall be furnished at a cost of twenty-five cents (\$.25) per standard 8.5-inch by 11-inch black and white page. The charge for providing a copy, printout or photograph of a public record in a format other than a standard page will be assessed at the actual cost of production. Additionally, in those cases where the location or existence of specific documents must be researched and the documents must be retrieved, sorted or reviewed for applicability to the request, and such process requires more than one (1) hour of staff time, the Custodian may charge a research and retrieval fee not to exceed thirty-three dollars and fifty-eight cents (\$33.58) per hour. The Custodian will not impose a charge for the first (1st) hour of time expended in connection with the research and retrieval of public records. The fees and charges stated in this Section 15 will automatically be increased to the maximum amounts allowed by law without additional Board action.

SECTION 16. MODIFICATION OF BYLAWS. These Bylaws may be altered, amended or repealed at any regular or special meeting of the Board to become effective immediately or at a subsequent date.

SECTION 17. SEVERABILITY. If any part or provision of these Bylaws is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of these Bylaws, it being the Board’s intention that the various provisions hereof are severable.

SECTION 18. TERMINATION OF PRIOR BYLAWS. These Bylaws amend, supersede and replace in their entirety any and all prior Bylaws, and any amendments thereto, previously adopted by the Board.

FORT COLLINS-LOVELAND WATER DISTRICT

RESOLUTION 2024.03.19.02 DESIGNATING THE OFFICIAL CUSTODIAN OF RECORDS AND ADOPTING A POLICY ON RESPONDING TO OPEN RECORDS REQUESTS

WHEREAS, pursuant to Section 32-1-1001(1)(h), C.R.S., the Board of Directors of the Fort Collins-Loveland Water District (“District”) is responsible for the management, control and supervision of all of the business and affairs of the District; and

WHEREAS, pursuant to Section 32-1-1001(1)(i), C.R.S., the Board of Directors of the District (the “Board”) has the authority to appoint an agent; and

WHEREAS, the Board has determined that it is appropriate to designate an official custodian of the District’s records for the protection of such records and in order to permit their inspection by persons entitled to examine and copy such records in an orderly fashion; and

WHEREAS, the Board has determined that it is appropriate to adopt a policy on responding to open records requests; and

WHEREAS, the Board fully supports, and complies with, all Federal and State laws relating to the retention, protection and disclosure of District records including, but not limited to, the Colorado Open Records Act, Title 24, Article 72, Part 2, C.R.S. (“CORA”), the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), and the Privacy Rule promulgated by the U.S. Department of Health and Human Services which interprets and implements HIPAA; and

WHEREAS, it is the policy of the District that all public records shall be open for inspection by any person at reasonable times, except as otherwise provided by law; and

WHEREAS, public records are defined by CORA as all writings made or maintained by the District, regardless of the format or medium of the records, subject to certain exceptions and public records expressly include e-mail communications.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Fort Collins-Loveland Water District that:

1. Official Custodian.

(a) The Finance Director of the District is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records of the District, except as provided herein.

(b) The Official Custodian shall have the authority to designate such agents as they shall determine appropriate to perform any and all acts necessary to enforce and execute the provisions of this Resolution.

2. Policy on Responding to Open Records Request. The following are general policies concerning the release of records:

(a) All public records of the District shall be open for inspection at the times designated herein, unless prohibited by the provisions of CORA or policies adopted by the Board in conformance with CORA.

(b) Every request to inspect and/or copy any District record (a "Records Request") shall be submitted to the Official Custodian in writing and be specific as to the information desired. If not submitted to the Official Custodian, any District employee or Board Member that receives the Records Request shall immediately send the Records Request to the Official Custodian. To assist the Official Custodian in responding to requests in a timely and complete manner, the Official Custodian may require records requests to be submitted on a form developed by the Official Custodian.

(c) If any question arises as to the propriety of fully complying with a Records Request, the Official Custodian shall immediately forward it to the District's legal counsel.

(d) The District's legal counsel shall determine the District's obligations under the applicable Federal and/or State law(s). If the District is permitted to make records available for inspection in whole or in part, the District's legal counsel will so notify the Official Custodian, who will assemble the disclosable requested documents for inspection and/or copying in accordance with applicable Federal or State law.

(e) If the District's legal counsel determines the District is not permitted by Federal or State law to make records available for inspection in whole or in part, legal counsel shall provide a written response to the party submitting the Records Request stating the legal basis upon which the Records Request in whole or in part is being denied.

(f) Following the denial of a Records Request, upon receipt of the required written notice from the requesting individual that he or she will seek relief from the District Court, the Official Custodian will attempt to meet in-person or speak by telephone with the requesting individual. District personnel are encouraged to utilize all

means to attempt to resolve the dispute during this time period and will provide a written summary of the District's position at the end of that period to the requestor and to the District's Board of Directors. No phone or in-person conference is required if the written notice indicates that the requestor needs access to the record on an expedited basis.

(g) Pursuant to CORA, all records must be made available for inspection within three (3) working days from the Official Custodian's receipt of the request, unless extenuating circumstances exist. The deadline may be extended by seven (7) working days if extenuating circumstances exist and the requesting party is notified of the delay within three (3) working days of the Official Custodian's receipt of the request. The Official Custodian may set the time, which shall be during normal office hours, and the place for records to be inspected, and require that the Official Custodian or a delegated employee be present while the records are examined.

(h) Any public record that is stored in a digital format will be provided in a digital format. A public record stored in a digital format that is searchable will be provided in searchable format and a public record stored in sortable format will be provided in sortable format. A public record that is in a searchable or sortable format shall not be produced if:

(i) producing the record in the requested format would violate the terms of any copyright or licensing agreement between the District and a third party;

(ii) producing the record would result in the release of a third party's proprietary information; or

(iii) after making reasonable inquiries:

(1) it is not technologically or practically feasible to permanently remove information that the custodian is required or allowed to withhold within the requested format;

(2) it is not technically or practically feasible to provide a copy of the record in a searchable or sortable format; or

(3) the Official Custodian would be required to purchase software or create additional programming or functionality in its existing software to remove the information required or allowed to be withheld.

(iv) A public record stored in digital format shall be provided in digital format by electronic mail, unless the size prevents email transmission, in which case they shall be transmitted by another method, as agreed on by the requesting individual and the Official Custodian.

(v) Altering an existing digital public record, or excising fields of information that the Official Custodian is either required or permitted to withhold under this subsection, does not constitute the creation of a new public record under Section (2)(i)(iv) of this Resolution.

(i) The Custodian may charge the following fees (collectively, the “Fees”) for responding to a Records Request:

(i) Printouts, photographs, and copies, when requested, will be provided at a cost of twenty-five cents (\$0.25) per standard page, and at the actual costs of production for any non-standard page (the “Copying Fee”), except that no per-page fee will be charged for providing records in a digital or electronic format. A standard page shall mean an 8.5-inch by 11-inch black and white copy.

(ii) When it is impractical to make the copy, printout, or photograph of the requested record at the place where the record is kept, the Official Custodian may allow arrangements to be made for the copy, printout, or photograph to be made at other facilities and the cost of providing the requested records will be paid by the person making the request (the “Outside Copying Fee”).

(iii) If a copy, printout or photograph of a public record is necessary or requested to be provided in a format other than a standard page, the costs will be assessed at the actual cost of production (the “Production Fee”).

(iv) If data must be manipulated in order to generate a record in a form not otherwise used by the District, such data manipulation will be assessed at the actual costs to the District (the “Manipulation Fee”); however, the District is in no way obligated to generate a record that is not otherwise kept, made, or maintained by the District.

(v) The cost for transmitting the requested records will be charged at the actual cost of such delivery (the “Transmission Fee”). Transmission Fees will not be charged for transmitting any record via electronic mail, when requested.

When the location or existence of specific documents must be researched and the documents must be retrieved, sorted or reviewed for applicability to the request, and such process requires more than one (1) hour of staff time, the Custodian may charge a research and retrieval fee not to exceed thirty-three dollars and fifty-eight cents (\$33.58) per hour, or the maximum amount allowed by the Executive Committee of the State Legislative Council, whichever is greater (the “Research and Retrieval Fee”).

(vi) If any requested records are protected by a privilege (for example, but not limited to, the work product or attorney-client privileges) the District may charge the actual costs of creating a privilege log identifying the privileged records

(the “Privilege Fee”). If legal assistance or review is necessary to create the privilege log, the Privilege Fee may include the actual costs for such legal assistance.

(j) The District may require a deposit of the estimated Fees prior to commencing work to produce the records. Payment of the deposit is required before the request is deemed complete so as to begin the time periods noted in subsection (g) of this section. Payment of the remainder of the Fees, including all actual costs exceeding the estimated amount, must be made prior to the time of inspection or release of the final work product or copies. All payments of Fees, including deposits, may be made via cash, check, credit card, debit card, or electronic payment.

(k) No person shall be permitted to inspect or copy any records of the District if, in the opinion of the Official Custodian after consultation with the District’s legal counsel, such inspection or copying would come within the prohibition of one or more exemptions set forth in CORA.

(l) Except as required by Section 24-72-204(3.5)(g), C.R.S. and except when a requested record is confidential and accessible only on the basis that the requester is the person in interest, no form of identification shall be required to request or inspect public records.

3. Severability. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

4. Effective Date. This Resolution shall take effect and be enforced immediately upon its approval by the Board.

The foregoing Resolution was approved and adopted this 19th day of March, 2024.

FORT COLLINS-LOVELAND WATER
DISTRICT

By: _____
James Borland, Chairman

Attest:

Chris Pletcher, Secretary



PUBLIC RELATIONS & MARKETING

FORT COLLINS-LOVELAND WATER DISTRICT

QUARTERLY COMMUNICATIONS UPDATE

March 2024

STRATEGIC COMMUNICATIONS APPROACH

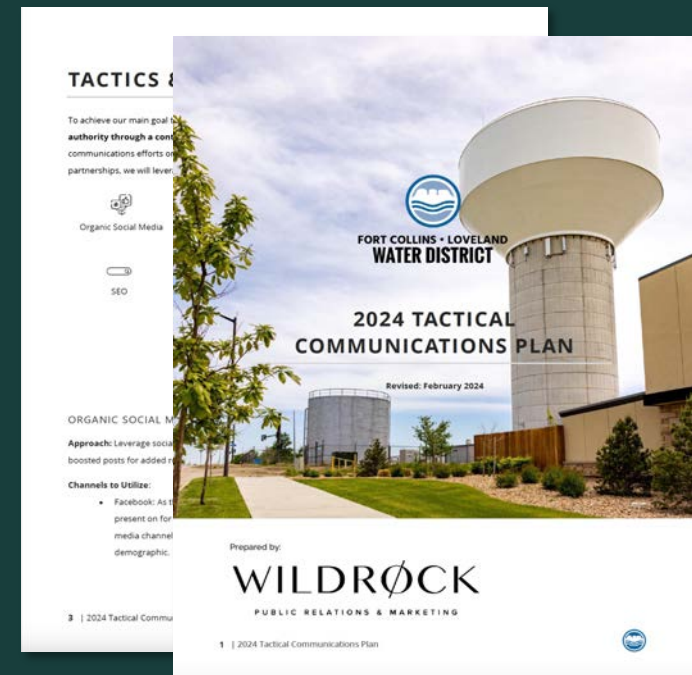
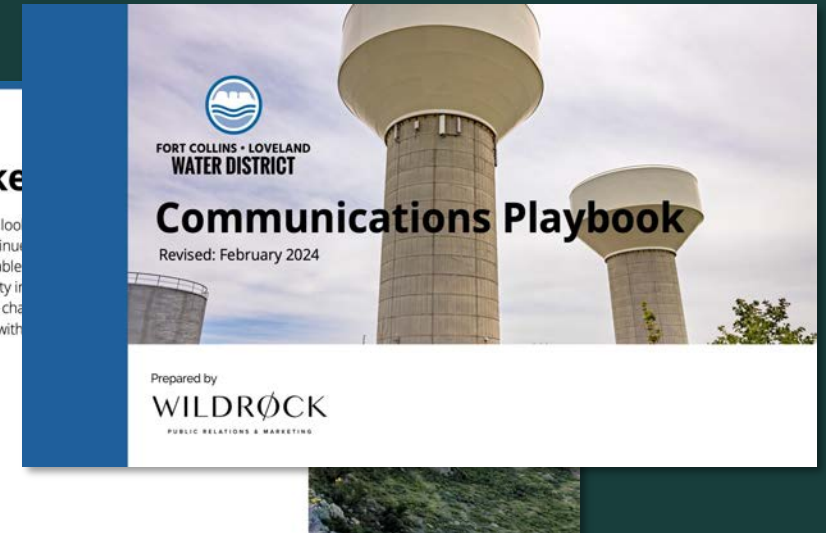
Our Plan for 2024



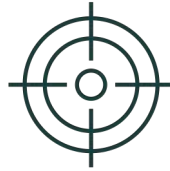
STRATEGIC PLANNING

In January, we met with the FCLWD team to discuss the approach for communications in 2024. A message we consistently heard and came back to was how to elevate the District's communications from 2.0 to 3.0?

Following an initial brainstorm and an in-depth strategic planning session, WildRock developed two deliverables to outline our approach to marketing & communications at FCLWD.

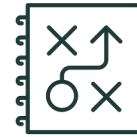


GOAL, STRATEGY & OBJECTIVES



Marketing Vision

The broad primary outcome we want to achieve, i.e. the goal.



Strategy

The approach we'll take to achieve the stated goal.



Objectives

The measurable steps we'll take to achieve the strategy.



Tactics

The tools we'll use to pursue the objectives.



THE MARKETING VISION

The primary goal we are looking to achieve through marketing efforts in 2024 is to continue to solidify our brand reputation as a sustainable, high-quality, secure, reliable and cost-effective water provider and further grow our authority in the water delivery industry. We will look to optimize existing channels and continuously explore new opportunities that align with our mission.



[Source: Marketing Vision Exercise](#)



THE STRATEGY

To achieve this goal, our approach will be to pursue a content marketing and thought leadership strategy that seeks to validate our industry expertise, educate customers and the general public about key messages and increase overall brand awareness.



THE OBJECTIVES

Our primary objective is to produce and distribute high-quality, factual and relevant content. To measure the effectiveness of the channels where this content will be distributed, and to execute a successful content marketing and thought leadership strategy, we will:

Expand communications efforts on the website through SEO and trending content development to capture attention on search and increase web traffic by 10% YoY.

Optimize our current channels including social media, the blog, the newsletter and billing inserts to increase our social media fan base by 15% and maintain a 5% social media engagement rate, 40% email open rate and 3% email click rate.

Engage in proactive PR to secure 7-10 media placements. And ensure we are ready for future situations with a refreshed crisis plan.

Extend our partnerships to become a trusted resource in the community for HOAs, municipalities, other special districts, etc.



TO ACHIEVE OUR GOAL, WE'LL LEVERAGE THE FOLLOWING COMMUNICATIONS TACTICS



Organic Social Media

Leverage social channels with consistent posting and active community engagement. Invest in boosted posts for added reach.



Digital Ads

Activate ads as needed for program promotion (such as Rachio) and fan growth to expand our customer reach.



Website

Focus on website discoverability with regular, more robust SEO research and keyword updates, as well as keeping content current.

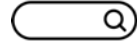


Blogs

Develop an intentional and relevant editorial calendar for content that educates customers/general public and establishes FCLWD as a reputable source.



COMMUNICATIONS TACTICS, CONT.



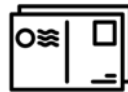
SEO

Optimize website content by tapping into trending topics and searched keywords to enhance visibility on search engines and drive organic traffic.



Email Marketing

Create compelling newsletters to notify customers of updates, share District news, promote programs and educate customers on key messages.



Print

Utilize engaging printed materials for a tactile experience for customers.



Public Relations

Develop press releases around news and other developments. Leverage direct media pitching as well as op-eds and letters to the editor to control the narrative.



COMMUNICATIONS TACTICS, CONT.



Crisis PR

Calmly and confidently respond to a situation with a solid crisis plan that ensures cohesive messaging and clarity for our team.



Events

Increase community involvement and get face-to-face with customers to increase our brand's presence and create authentic connections.



TO MEASURE OUR CHANNEL PERFORMANCE, WE'LL TRACK THE FOLLOWING KPIs

KPIs

Metrics to measure the performance of our established objectives.

- 15% YoY Facebook follower growth
- 5% Facebook engagement rate
- 10% YoY Website traffic
- 40% Email open rate
- 3% Email CTR
- 7-10 Earned media placements

Metrics to Benchmark

Metrics we don't have data for and will start to track performance.

- Conservation program participation (offerings are changing for 2024)
- Instagram follower growth
- Instagram engagement rate



KEY MESSAGING

Source: Story Development Workshop

- Cobb Lake Regional Water Treatment Authority (CLRWTA)
- Planning & Capital Projects
- Rates
- Operations (water system, quality, cyber security, etc.)
- Conservation





WHAT'S NEXT?

We are actively executing on the Communications Playbook and Tactical Plan. We meet with the FCLWD team every other week to discuss current and upcoming efforts, what's happening in the District, and brainstorm opportunities so that we can pivot and adjust in real - time.

THANK YOU. ANY QUESTIONS?

Fort Collins-Loveland Water District



To: FCLWD Board of Directors

From: Sam Lowe, PE – Civil Engineer III

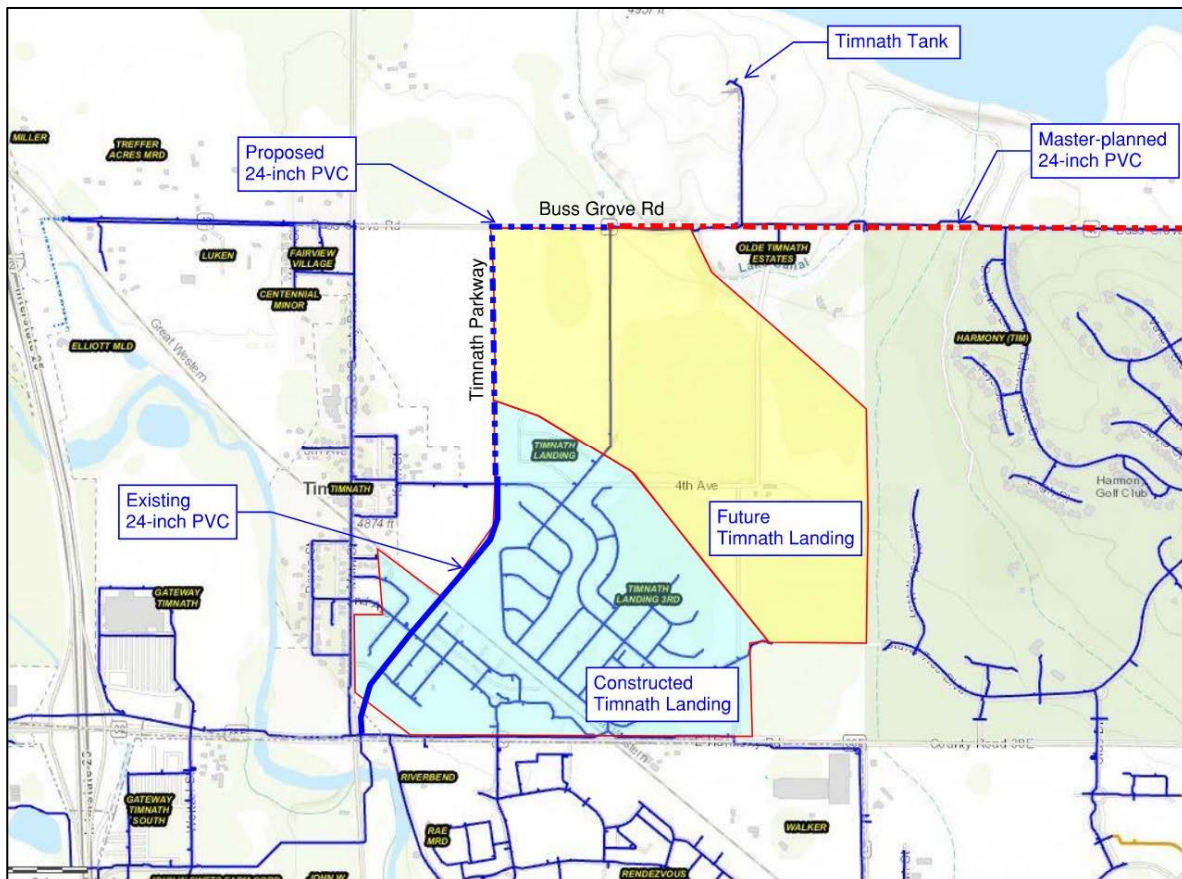
Date: 3/8/2024

Re: Timnath Parkway 24-in Waterline -Allocation Request #01

Timnath Landing is a major residential development that is being constructed east of Old Town Timnath and west of Harmony Subdivision. Much of Timnath Landing development has been built, but additional phases are expected to be built in the coming years.

One requirement of the development from the Town of Timnath is to construct Timnath Parkway (an alternative north-south street to Main Street) and the adjacent section of Buss Grove Road (CR40). Along these road alignments a 24-inch water transmission line is also planned to be built; a total length of 1.3 miles. The first half of Timnath Parkway and the associated transmission line were constructed in 2021. The remainder of the Timnath Parkway and water line are to be constructed in 2024.

The development does not need to construct the Buss Grove Road section until future development triggers it. However, if the 24" transmission line isn't completed along the Buss Grove alignment, the 24-inch line in Timnath Parkway will be a ½-mile long dead end; creating a water quality liability and providing no transmission benefit to the District.



Fort Collins-Loveland Water District



A utility conflict was found along the Buss Grove alignment that makes constructing the transmission line alignment south of the existing asphalt impossible. The alternative is to build the water line under the existing Buss Grove asphalt.

Oftentimes the District pays an oversize fee to a developer who builds a larger pipe than is required by their development. This allocation is asking for funds to cover the additional cost of building the waterline under the existing asphalt of Buss Grove for ¼ of a mile. The cost is based on two scopes of work from the hired contractor.

The table below shows an estimated breakdown of the allocation request.

Allocations			
Project	Buss Grove - Construction		
Project Number	CAC Timnath-0025.PH01.T01.C		
Estimated Timeline	8 months		
Allocation #	1		
Allocation Approval Date:	3/19/2024		
Allocation Approval Amount:	\$ 130,000		
Item/Contingency/Risk	Allocation Amount	Entity	Comment
Contractor - Construction Contract	\$ 108,500	Contractor	SOWs difference
Contingency (~20%)	\$ 21,500		
Allocation Request	\$ 130,000		

Recommendation:

We recommend Board approval to allocate \$130,000 for the Buss Grove 24-inch Transmission Main Construction.

Budget Line Item:	9140 Distribution System (Non-Operating)
Annual Budget:	\$54,010,000
Actual on 2/21/2024:	\$505,615
Requested Amount:	\$130,000

Fort Collins-Loveland Water District



To: FCLWD Board of Directors

From: Linsey R. Chalfant, PE – Civil Engineer III

Date: 3/19/2024

Re: Western Backbone Transmission Project-Phase II-Allocation Request #03-Early Material Procurement

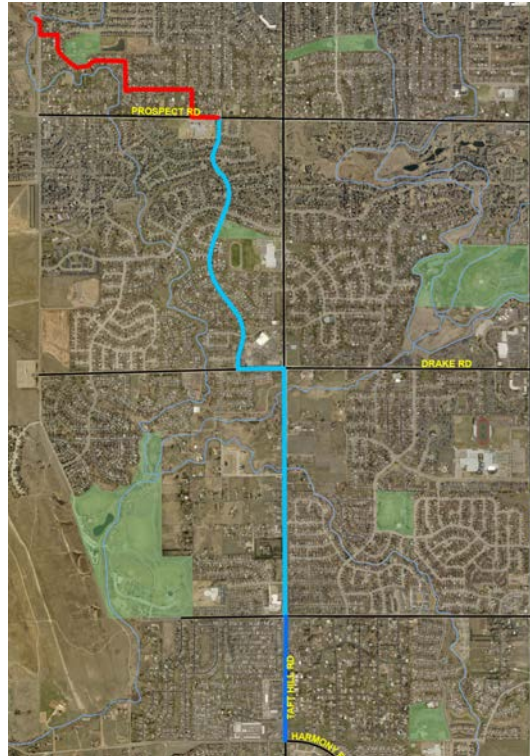
Western Backbone is a 42" multi-phase transmission project extending 4 miles in western Fort Collins from Overland Pump Station to the Taft Pump Station. This project will replace an intersection bottleneck in the system at West Prospect and South Overland Trail and undersized transmission mains along the western edge of our service area, increasing hydraulic capacity and improving overall system performance. The completion of this project is critical to continue to deliver reliable and affordable water to our customers. By installing larger capacity transmission mains, the District can optimize delivery of its Soldier Canyon Filter Plant source water over the use of City of Fort Collins interconnects during peak water use periods.

- Phase 1 of the Western Backbone Project (Taft Hill Road from Horsetooth Road to Harmony Road-shown in dark blue below) was constructed in 2023.
- Phase 2 is anticipated to go to construction in the summer of 2024 and will extend southeast from the Overland Pump Station to Prospect Road (shown in red below).

With construction projected to go to construction in July/August of 2024, Connell Resources has indicated that large 42" valves, blowoffs, and fittings have long lead times for delivery. In an effort to meet this project deadline, the team is requesting an allocation for early material procurement to initiate a Task Order with Connell Resources to procure these materials. A construction task order is projected to come to the board for any remaining materials, activities, labor, and equipment in June.

Additionally, an allowance item is included in the allocation for miscellaneous expenses that may arise as we approach construction including City of Fort Collins street cut impact fees, sewer service locating, utility relocations, permit fees, etc.

Fort Collins-Loveland Water District



The table below shows an estimated breakdown of the allocation request.

Allocations				
Project	Western Backbone Transmission-PHII			
Project Number	PROJ-0026.02			
Estimated Timeline	6 months			
Allocation #	3			
Allocation Approval Date:	24.03.19			
Allocation Approval Amount:	\$ 1,870,000.00			
Item/Contingency/Risk	Allocation Amount	Entity	Comment	
Material Procurement	\$ 1,500,000.00	Connell		
Misc. Allowance	\$ 200,000.00	District	street cut fees, sewer locating, utility relocations, permit fees, etc.	
Contingency	\$ 170,000.00			
Allocation Request	\$ 1,870,000.00			

Recommendation:

We recommend Board approval to allocate \$1,870,000 for Phase II of the Western Backbone Project

Budget Line Item:	9140 Distribution (Non-Operating)
Annual Budget:	\$54,010,000
Actual on 1/31/2024:	\$505,615
Requested Amount:	\$1,870,000

AGREEMENT FOR SHARED CONSULTANT COST-SHARING
(Regional Water Treatment Plant)

This Agreement for Shared Consultant Cost-Sharing ("Agreement") is entered into this 24th day of October, 2022, is between and among the TOWN OF WINDSOR, a Colorado home rule municipality ("Windsor"), the TOWN OF SEVERANCE, a Colorado statutory municipality ("Severance"), the TOWN OF EATON, a Colorado statutory municipality ("Eaton") and the FORT COLLINS-LOVELAND WATER DISTRICT, quasi-municipal corporations and political subdivisions of the State of Colorado ("District"). Windsor, Severance, Eaton and the District are collectively, referred to as the "Parties".

A. REPRESENTATIONS AND BACKGROUND.

1. The Parties have jointly acquired real property with the intention to establish a shared water treatment facility operated by a Water Treatment Authority created pursuant to § 29-1-204.2, C.R.S ("Authority").
2. The Parties have approved the retention of Ally Utility Consulting, LLC, a Colorado limited liability company ("Ally"), for the purpose of providing the Parties with Program Management services (defined below).
3. The Parties intend to share Ally's Program Management costs in equal shares pursuant to the terms of this Agreement.
4. The Parties have each appropriated sufficient funds to pre-pay their respective shares of anticipated costs for Ally's Program Management services, according to cost estimates previously provided by Ally.
5. The Parties have authorized Windsor to contract with Ally, and to direct Ally's Program Management services in a manner that benefits the Parties in their combined effort to carry out the Parties' intentions with respect to the intended establishment of the proposed water treatment facility.
6. In reliance on this Agreement, Windsor is prepared to retain Ally, process Ally's invoices and share the cost of Ally's services as provided herein.
7. The Parties recognize that savings can be achieved by a coordinated effort, with cooperative funding of Ally's services.
8. The Parties desire to set forth their understandings of how Ally's services will be secured, shared and compensated.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

B. SELECTION OF ALLY.

1. The parties have reviewed the qualifications of Ally, and have concluded that Ally has the qualifications necessary to provide Program Management services to the Parties.
2. Ally will serve the interests of the Parties with respect to the project. Ally will primarily report to Windsor's Director of Community Development or his designee(s). Windsor's Director of Community Development will serve as the coordinating representative of the Parties with respect to communication and cooperation with Ally.
3. Under Windsor's contract with Ally, Ally will be held responsible by Windsor for undertaking Ally's Scope of Work as approved by the Parties, and as generally described in Ally's *Proposal and Statement of Qualifications* dated September 10, 2022 ("Program Management Services").
4. The cost of the Ally's Program Management services will be shared by the parties as set forth in Section C below.

C. COST-SHARING FOR ALLY PROGRAM MANAGEMENT SERVICES.

1. Each Party will share *pro-rata* in the costs of Ally's Program Management Services, as rendered and invoiced in accordance with the approved Professional Services Agreement between Windsor and Ally.
2. Each Party will be required to tender its full share of estimated costs for Ally's Program Management services, based upon Ally's cost estimate as approved by the Parties. Once Ally's cost estimate is confirmed and communicated to the Parties, the Parties will each within fifteen (15) days tender their *pro-rata* share to Windsor for deposit into an account established and maintained by Windsor exclusively for receipts and disbursements associated with Ally's Program Management services ("Account").
3. For purposes of initial estimation, the parties agree that the cost of Ally's Program Management services is expected to total approximately \$200,000.00, with each party expected to tender \$50,000.00 for deposit into the Account. This figure will be the presumed cost allocation for Ally's Program Management services, unless the parties later mutually agree to a different figure by written agreement approved by their respective governing boards. Each Party will seek the necessary authorization and approval for funding its allocated share under this sub-section, and each party will tender its share on the date specified in Section C.2 above. Any surplus of funds held in the Account following conclusion of Ally's Program Management services will be returned to the Parties in proportion to their contributions as provided in this sub-section.

4. Windsor will account on a monthly basis for all funds deposited and disbursed from the Account. Windsor will provide a final accounting upon the completion of all Ally Program Management services, and shall disburse any excess to the Parties or invoice the Parties for any shortages accordingly.
5. Failure of any Party to tender its *pro-rata* share as set forth above shall entitle the Town to delay formal contracting with Ally until the delinquency is cured. Windsor will notify any Party of a delinquency in writing. Windsor shall be under no obligation to contract with Ally until all Parties have tendered their required contributions to the Account.

D. PERIODIC REPORTING BY WINDSOR, COMMUNICATION WITH ALLY.

Windsor will provide the Parties with periodic reporting as to the progress of Ally's Program Management services under Windsor's contract with Ally, on at least a calendar-quarterly basis. Although Windsor will serve as the primary source of communication between the Parties and Ally, any Party may communicate directly with Ally as to Program Management services, so long as Windsor is made aware contemporaneously by copy or other effective means. No Party may direct Ally to perform services of any kind without first receiving the express consent of all Parties.

E. MISCELLANEOUS.

1. All obligations of the Parties herein shall be subject to appropriation. Nothing herein shall be deemed a multiple fiscal year obligation or commitment of funding in future fiscal years.
2. This Agreement represents the entire agreement of the Parties with respect to its subject matter.
3. This Agreement may be executed in multiple counterparts, assembly of which into a single document shall take effect as a whole.
4. Nothing herein shall give Severance, Eaton or the District third-party beneficiary status with respect to the contract for Program Management services between Windsor and Ally.
5. This Agreement shall not be construed to modify any prior agreement(s) between or among the Parties.
6. Any dispute under this Agreement shall be determined in the Weld County District Court, unless alternative dispute resolution is agreed upon in writing by all parties. In any such action, each Party shall bear its own attorney fees and costs, regardless of "prevailing party" status.

7. The parties intend this Agreement to remain in full force and effect until all Ally Program Management services have been completed and all fiscal obligations of the parties are reconciled in full.
8. Notice required under this Agreement shall be deemed delivered by email with confirmation of receipt, or upon mailing, first class postage pre-paid, as follows:

To Windsor:

Town Manager
301 Walnut Street
Windsor, CO 80550
shale@windsorgov.com

Copy to:

Town Attorney
301 Walnut Street
Windsor, CO 80550
imccargar@windsorgov.com

To Severance:

Town Manager
3 South Timber Ridge Parkway
PO Box 339
Severance, CO 80546
nwharton@townofseverance.org

Copy to:

Severance Town Attorney
Keith Martin, Esq.
Hayashi Macsalka, LLC
1650 38th Street, Suite 103W
Boulder, CO 80301
kmartin@h-mlaw.net

To District:

Fort Collins-Loveland Water District
Attention: General Manager
5150 Snead Drive
Fort Collins, CO 80525
cpletcher@fclwd.com

Copy to:

Allison Ulmer, Esq.
Collins Cole Flynn Winn & Ulmer, PLLC
165 S. Union Boulevard, Suite 785
Lakewood, CO 80228
aulmer@cogovlaw.com

To Eaton:


Town of Eaton
Attention: Town Administrator
223 1st Street
Eaton, CO 80615
Wesley@eatonco.org

Avi S. Rocklin, Esq.
Law Office of Avi S. Rocklin, LLC
1437 North Denver Avenue, # 330
Loveland, CO 80538
avi@rocklinlaw.com

WHEREFORE, the Parties have affixed their signatures below, effective on the date first appearing above.

TOWN OF WINDSOR

By:


Shane Hale, Town Manager

TOWN OF SEVERANCE

By:


Nicholas Wharton, Town Manager

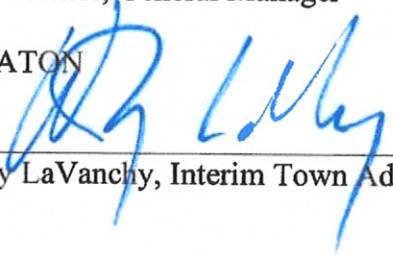
FORT COLLINS-LOVELAND WATER DISTRICT

By:


Chris Pletcher, General Manager

TOWN OF EATON

By:


Wesley LaVanchy, Interim Town Administrator



FORT COLLINS-LOVELAND WATER DISTRICT

MEMORANDUM

TO: Chris Pletcher, General Manager

FROM: Amanda Proctor, Finance Director

DATE: March 1, 2024

RE: Water Tap Revenue for February 2024

DATE	LOT SIZE	COMPANY NAME	ADDRESS	RAW WATER	PIF
2/2/24	1 1/2 comm	STAG INDUSTRIAL HOLDINGS LLC	4510 A BYRD DRIVE	300,000.00	85,000.00
2/2/24	>11000	TOLL SOUTHWEST LLC	4311 SHIVAREE COURT	69,000.00	17,000.00
2/8/24	>11000	LUXURY HOMES OF NORTHERN CO	3734 TALL GRASS COURT	69,000.00	17,000.00
2/9/24	5001-6000	CENTURY LAND HOLDINGS	4435 SHIVAREE STREET	37,200.00	17,000.00
2/9/24	5001-6000	CENTURY LAND HOLDINGS	4443 SHIVAREE STREET	37,200.00	17,000.00
2/9/24	5001-6000	CENTURY LAND HOLDINGS	4451 SHIVAREE STREET	37,200.00	17,000.00
2/9/24	5001-6000	CENTURY LAND HOLDINGS	4459 SHIVAREE STREET	37,200.00	17,000.00
2/9/24	5001-6000	CENTURY LAND HOLDINGS	4467 SHIVAREE STREET	37,200.00	17,000.00
2/9/24	5001-6000	CENTURY LAND HOLDINGS	4475 SHIVAREE STREET	37,200.00	17,000.00
2/9/24	5001-6000	CENTURY LAND HOLDINGS	4483 SHIVAREE STREET	37,200.00	17,000.00
2/9/24	5001-6000	CENTURY LAND HOLDINGS	4491 SHIVAREE STREET	37,200.00	17,000.00
2/9/24	5001-6000	CENTURY LAND HOLDINGS	4499 SHIVAREE STREET	37,200.00	17,000.00
2/9/24	6001-7000	CENTURY LAND HOLDINGS	4507 SHIVAREE STREET	43,200.00	17,000.00
2/9/24	6001-7000	CENTURY LAND HOLDINGS	4355 CAMEL STREET	43,200.00	17,000.00
2/9/24	5001-7000	CENTURY LAND HOLDINGS	4364 CAMEL STREET	37,200.00	17,000.00
2/12/24	9001-10000	TOLL SOUTHWEST LLC	4195 STROLLING STREET	57,000.00	17,000.00
2/13/24	5001-6000	HARTFORD CONSTRUCTION LLC	5313 RIBAUT STREET	37,200.00	17,000.00
2/15/24	>11000	TOLL SOUTHWEST LLC	4296 SHIVAREE COURT	69,000.00	17,000.00
2/15/24	8001-9000	TOLL SOUTHWEST LLC	4241 STROLLING STREET	51,600.00	17,000.00



FORT COLLINS-LOVELAND WATER DISTRICT

2/15/24	>11000	TOLL SOUTHWEST LLC	5881 GOLD FINCH COURT	69,000.00	17,000.00
2/21/24	5001-6000	MELODY HOMES INC	1633 KNOBBY PINE DRIVE	37,200.00	17,000.00
				\$1,217,400.00	\$425,000.00
Total Water Taps Sold For February 2024 =			21		
		3/4" Taps Sold =	20		
		1" Taps Sold =	0		
		1.5" Taps Sold =	1		
		2" Taps Sold =	0		
		3" Taps Sold =	0		
		4" Taps Sold =	0		
		City Water Taps =	0		
Water provided by Builder/Developer =			0		
		Bought from FCLWD =	21		
Total Water Taps Sold For February 2023 =			36		
Taps sold for the year 2023 =			461		
Taps sold for the year 2022 =			561		
Taps sold for the year 2021 =			555		