



TOWN OF WILLIAMSBURG

BOARD OF TRUSTEE AGENDA

Tuesday, February 18, 2025, 6:15 pm

Board Chambers, 1 John Street, Williamsburg

Call to Order

Pledge of Allegiance

Roll Call

Citizen Comments on Agenda Items only (3 minutes): If you wish to address the Town Board, please sign up on the sign up on the sheet available by the meeting room door and submit it to the Town Clerk prior to the meeting being called to order.

1. Approval of the Agenda and Consent Agenda:

Consent Agenda: All matters listed on the Consent Agenda are considered routine and will be approved with one motion. Documents are approved substantially as drafted. There will be no separate discussion of these items unless a City Council Member or citizen so requests, in which case the items may be removed from the Consent Agenda and considered separately, at the discretion of City Council.

- a. Approve the Board of Trustee Meeting minutes for January 21, 2025, Code Book Revision Committee Meeting minutes for January 31, 2025.
- b. Receive and file town report and accounts payable disbursements for January 2025.
- c. Receive and file treasurer report and monthly budget and account reconciliation report for January 2025.
- d. Approve purchase from Front Range Winwater for 7 copper connectors to connect town water pipes to residential pipes for \$298.69 and 3 meter pits for new builds for \$450.00. Both are to have on stock for a total of \$748.69.

2. Reports

- a. Matters from the Mayor and Board of Trustees.
- b. Treasurer's Report.
- c. Town Report for Clerk, Streets, Water, Code Enforcement, Planning & Zoning and Special Events.

DISCUSSION:

3. Report from Attorney Selection Committee.
4. Advertise opening for Planning and Zoning Commission.
5. Looking ahead to promoting civic engagement on Code Book Committee revisions and the anticipated adoption process.

UNFINISHED BUSINESS:

6. **SECOND READING AND ADOPTION OF, ORDINANCE NO. 1 SERIES OF 2025: AN ORDINANCE FOR SETTING THE WATER RATE SCHEDULE FOR 2025.**
7. **INTRODUCTION AND ADOPTION OF RESOLUTION NO. 4 SERIES OF 2025: A RESOLUTION OF THE TOWN OF WILLIAMSBURG, COLORADO AUTHORIZING THE TOWN OF WILLIAMSBURG TO**

JOIN WITH OTHER LOCAL GOVERNMENTS AS A PARTICIPANT IN THE COLORADO LOCAL GOVERNMENT LIQUID ASSET TRUST (THE TRUST)

- 8. INTRODUCTION AND ADOPTION OF RESOLUTION NO. 5 SERIES OF 2025: A RESOLUTION OF THE TOWN OF WILLIAMSBURG, COLORADO ADOPTING THE EMPLOYEE HANDBOOK**

NEW BUSINESS:

- 9. INTRODUCTION AND ADOPTION OF RESOLUTION NO. 6 SERIES OF 2025: A RESOLUTION FOR EXEMPTION FROM AUDIT FOR FISCAL YEAR 2024 FOR THE TOWN OF WILLIAMSBURG, STATE OF COLORADO.**

Citizen Written Submissions (5 minutes)

Adjourn: Next Scheduled Board Meeting: March 18, 6:15 pm

ORDINANCE NO. 1 SERIES OF 2025

INTRODUCTION AND FIRST READING, ORDINANCE NO. 1 SERIES OF 2025: AN ORDINANCE FOR SETTING THE WATER RATE SCHEDULE FOR 2025.

WHEREAS, residents are interested in paying only for water they use; and

WHEREAS, the residents of the Town of Williamsburg, through their water bills, must pay for Williamsburg water system debt retirement, their portion of Florence’s water treatment plant debt retirement, Florence cost compensation, the costs of administering the Town of Williamsburg water system, and saving funds towards Systems Development for major system repairs and upgrades; and

WHEREAS, these charges are allocated equally and evenly to all water taps on the water system; and

WHEREAS, the amounts billed to residents for water used must be sufficient to pay for the water treatment and transportation at the volume billed to the Town of Williamsburg by the Town of Florence;

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WILLIAMSBURG, TO SET WATER RATES AND FEES AS FOLLOWS:

1. Water at \$.60 per 100 gallons
2. Florence water treatment plant debt relief at \$20.26
3. Williamsburg capital improvements debt relief at \$9.62
4. Administrative services at \$19.00
5. System Development Fund at \$1.00
6. Florence cost compensation at \$5.38

This ordinance shall take effect upon the date of adoption.

ADOPTED by the Board of Trustees of Williamsburg, Colorado, on this 18th day of February 2025

Joelina Espinoza, Mayor

Attest: Ashley Smith, Town Clerk
Town of Williamsburg

ATTESTATION & CERTIFICATION

1/16/25 -Posted on website and public notice boards with 1/21/25 Board Agenda

1/21/25 - Introduced, read & passed on first reading

1/23/25 - Posted on website and Public Notice Boards located at:

- Quincy and Iron Horse Road, Williamsburg, CO
- Wilmont Road and Smith Gulch Road, Williamsburg, CO
- 1 John Street, Williamsburg, CO

2/18/25 - Passed and adopted on second reading

2/20/25 - Posted on website and Public Notice Boards located at:

- Quincy and Iron Horse Road, Williamsburg, CO
- Wilmont Road and Smith Gulch Road, Williamsburg, CO
- 1 John Street, Williamsburg, CO

2/18/25- Effective Date

RESOLUTION NO. 4 SERIES OF 2025

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WILLIAMSBURG, COLORADO, AUTHORIZING THE TOWN OF WILLIAMSBURG TO JOIN WITH OTHER LOCAL GOVERNMENTS AS A PARTICIPANT IN THE COLORADO LOCAL GOVERNMENT LIQUID ASSET TRUST (THE TRUST).

WHEREAS, pursuant to Part 7, Article 24 of the Colorado Revised Statutes (C.R.S.), it is lawful for any local government to pool any moneys in its treasury that are not immediately required to be disbursed with the same such moneys in the treasury of any other local government in order to take advantage of short-term investments and maximize net interest earnings; and

WHEREAS, the Trust is a statutory trust formed under the laws of the state of Colorado in accordance with the provisions of Parts 6 and 7, Article 24 and Articles 10.5 and 47 of Title 11 of the Colorado Revised Statutes regarding the investing, pooling for investment, and protection of public funds; and

WHEREAS, the Board of Trustees for the Town of Williamsburg desires to join with other local governments as a Participant in the Trust to pool funds for investment and maximize net interest earnings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WILLIAMSBURG, COLORADO, AS FOLLOWS:

Section 1. Authorization to Participate in the Trust The Town of Williamsburg hereby approves, adopts, and joins as a Participant with other local governments pursuant to Part 7, Article 75, Title 24 of the Colorado Revised Statutes in that certain Amended and Restated Indenture of Trust entitled the Colorado Local Government Liquid Asset Trust (COLOTRUST), dated May 1, 2021, as amended from time to time, the terms of which are incorporated herein by this reference. A copy of the Indenture of Trust shall be filed with the minutes of the meeting at which this Resolution was adopted.

Section 2. Designee and Authorized Signatories The Designee and Authorized Signatories for the Town of Williamsburg are those persons listed on the Trust Registration Form attached hereto and incorporated herein. The Authorized Signatories are authorized by the Town to direct the investment of the Town's funds in accordance with the terms of the Trust.

Section 3. Modification of Designee and Authorized Signatories The Designee and Authorized Signatories may be changed from time to time by written notice to COLOTRUST.

Section 4. Investment Portfolios The Trust currently offers three investment portfolios: COLOTRUST PRIME, COLOTRUST PLUS+, and COLOTRUST EDGE. Prior to investing in any of the portfolios offered by the Trust, the Town of Williamsburg is encouraged to review the COLOTRUST Information Statements and Investment Policies for each portfolio.

ADOPTED AND APPROVED THIS 18TH DAY OF FEBRUARY, 2025, BY THE BOARD OF TRUSTEES OF THE TOWN OF WILLIAMSBURG, COLORADO.

Joelina Espinoza, Mayor

Attestation: Ashley Smith, Town Clerk

RESOLUTION NO. 5 SERIES OF 2025

A RESOLUTION OF THE TOWN OF WILLIAMSBURG ADOPTING THE 2025 VERSION OF THE EMPLOYEE HANDBOOK

WHEREAS, the Town of Williamsburg recognizes the need to provide employees with clear and updated policies and procedures; and

WHEREAS, the 2025 version of the Employee Handbook has been reviewed and deemed necessary to ensure consistency, compliance with applicable laws, and the effective operation of the Town;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WILLIAMSBURG, COLORADO, AS FOLLOWS:

1. The Town of Williamsburg hereby adopts the 2025 version of the Employee Handbook, which shall govern the policies and procedures for all Town employees.
2. The Employee Handbook shall take effect immediately upon adoption, and copies shall be distributed to all Town employees to sign and be kept on file.

ADOPTED AND APPROVED THIS 18th DAY OF FEBRUARY, 2025, BY THE BOARD OF TRUSTEES OF THE TOWN OF WILLIAMSBURG, COLORADO.

Joelina Espinoza, Mayor

Attestation: Ashley Smith, Town Clerk

2/13/25 - Resolution posted via Agenda attachment on website and Public Notice Boards located at:

- Quincy and Iron Horse Road, Williamsburg, CO
- Wilmont Road and Smith Gulch Road, Williamsburg, CO
- 1 John Street, Williamsburg, CO

**TOWN OF WILLIAMSBURG
RESOLUTION FOR EXEMPTION FROM AUDIT
(Pursuant to Section 20-1-604, C.R.S.)**

RESOLUTION NO. 6 SERIES OF 2025

**A RESOLUTION FOR EXEMPTION FROM AUDIT FOR FISCAL YEAR 2024 FOR THE TOWN OF
WILLIAMSBURG, STATE OF COLORADO.**

WHEREAS, The Board of Trustees of the Town of Williamsburg wishes to claim exemption from the Audit Requirements of Section 29-1-603, C.R.S. and

WHEREAS, Section 29-1-604, C.R.S. states that any local government where neither revenues nor expenditures exceed seven hundred fifty thousand dollars may, with the approval of the state auditor, be exempt from the provision of Section 29-1-603, C.R.S. and

WHEREAS, neither revenues nor expenditures for The Town of Williamsburg exceed \$750,000 for fiscal year 2024; and

WHEREAS, an application for exemption from audit for The Town of Williamsburg has been prepared by **Prospective Business Solutions, LLC, Certified Public Accountants**, an independent accountant with knowledge of governmental accounting; and

WHEREAS, said application for exemption from audit has been completed in accordance with regulations issued by the State Auditor.

NOW THEREFORE, be it resolved by the Board of Trustees of the Town of Williamsburg that the application for exemption from audit for The Town of Williamsburg for the fiscal year ended December 31, 2024, has been personally reviewed and is hereby approved by a majority of the Board of Trustees of the Town of Williamsburg that those members of the Board of Trustees have signified their approval by signing below; and that this resolution shall be attached to, and shall become a part of the application for exemption from audit of the Town of Williamsburg for the fiscal year ended December 31, 2024.

ADOPTED AND APPROVED THIS 18TH DAY OF FEBRUARY, 2025, BY THE BOARD OF TRUSTEES OF THE TOWN OF WILLIAMSBURG, COLORADO.

Joelina Espinoza, Mayor

Attestation: Ashley Smith, Town Clerk

2/13/25 - Resolution posted via Agenda attachment on website and Public Notice Boards located at:

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	Term	Signature
Trustee Kris Graham-Webb	Term to November 2026	
Trustee Donna Farnum	Term to November 2026	
Trustee Jodi Davis	Term to November 2026	
Trustee Donna Krautheim	Term to November 2026	
Trustee Steve Harrison	Term to November 2026	
Mayor Pro Tem Brian Dreitz	Term to November 2026	
Mayor Joelina Espinoza	Term to November 2026	