

Tuesday, March 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 Board of Trustee Member or citizen so requests, in which case the items may be removed from the Consent Agenda and considered separately, at the discretion of the Board of Trustees.

- a. Approve the Board of Trustee Meeting minutes for February 18, 2025, Williamsburg Vision Workshop for February 28, 2025, Special Board Meeting for March 7, 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 February 2025.
- d. Receive and file the Town of Williamsburg's 2024 Annual Financial Report.
- e. Approve paying Prospective Business Solutions \$1,350.00 for their services in executing and submitting the 2024 Audit Exemption for the Town of Williamsburg.
- f. Approve, retroactively, an automatic payment to Quickbooks for \$42 monthly employee fee usage, \$700 Intuit QBX Payroll Annual Fee, and \$999 Intuit QuickBooks Plus Annual Subscription for a total of \$1,741.00. Quickbooks annual subscriptions are essential to operate the day-to-day financial and payroll operations for the Town.

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.

3. DISCUSSION:

- a. Attorney RFP update, led by Mayor Espinoza
- b. Backhoe repairs, led by Mayor Pro Tem Dreitz

UNFINISHED BUSINESS:

4. Planning Commission Vacancy

NEW BUSINESS:

7. **INTRODUCTION AND ADOPTION OF RESOLUTION NO. 7 SERIES OF 2025: A RESOLUTION OF THE TOWN OF WILLIAMSBURG, COLORADO ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR AND PROCEDURES.**

Citizen Written Submissions (5 minutes)

Adjourn: Next Scheduled Board Meeting: Tuesday, April 15, 2025, 6:15pm



TOWN OF WILLIAMSBURG

BOARD OF TRUSTEE AGENDA

Tuesday, February 18, 2025, 6:15 pm

Board Chambers, 1 John Street, Williamsburg

The meeting was called to order at 6:15 pm

The pledge of allegiance was led by Mayor Joelina Espinoza

Roll Call

| | Present | Absent |
|----------------------------|---------|--------|
| Trustee Jodi Davis | | X |
| Trustee Donnell Farnum | X | |
| Trustee Kris Graham-Webb | X | |
| Trustee Donna Krauthheim | X | |
| Trustee Steve Harrison | X | |
| Mayor Pro Tem Brian Dreitz | X | |
| Mayor Joeliina Espinoza | X | |

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1. Approve the Board of Trustee Meeting minutes for January 21, 2025, Code Book Revision Committee Meeting minutes for January 31, 2025.
2. Receive and file town report and accounts payable disbursements for January 2025.
3. Receive and file treasurer report and monthly budget and account reconciliation report for January 2025.
4. 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 Consent agenda was read by Trustee Steve Harrison.
5. \$450.00. Both are to have on stock for a total of \$748.69.

MOTION: On motion by Trustee Steve Harrison and second by Trustee Donnell Farnum to approve the agenda and consent agenda.

Topics discussed. Motion carried.

| | M | S | Aye | Nay | Abstain |
|----------------------------|---|---|-----|-----|---------|
| Trustee Jodi Davis | | | | | |
| Trustee Donnell Farnum | | X | X | | |
| Trustee Kris Graham-Webb | | | X | | |
| Trustee Donna Krautheim | | | X | | |
| Trustee Steve Harrison | X | | X | | |
| Mayor Pro Tem Brian Dreitz | | | X | | |
| Mayor Joelina Espinoza | | | X | | |

2. Reports

- a. Matters from the Mayor and Board of Trustees: Mine reclamation work to begin the week of February 24th pending warmer weather. Seeking volunteers for Care and Share at Williamsburg Town Hall March 7, 2025.
- 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: Topic discussed. Direction given to have Town Clerk compile an RFP similar to Silvercliff's RFP for the board to review and then put out.
- 4. Advertise opening for Planning and Zoning Commission.

MOTION: On motion by Trustee Steve Harrison and second by Trustee Donna Krautheim to accept the resignation of John Purvis from the Williamsburg Planning and Zoning Commission and thank him for his service.

Topics discussed. Motion carried.

| | M | S | Aye | Nay | Abstain |
|----------------------------|---|---|-----|-----|---------|
| Trustee Jodi Davis | | | | | |
| Trustee Donnell Farnum | | | X | | |
| Trustee Kris Graham-Webb | | | X | | |
| Trustee Donna Krautheim | | X | X | | |
| Trustee Steve Harrison | X | | X | | |
| Mayor Pro Tem Brian Dreitz | | | X | | |
| Mayor Joelina Espinoza | | | X | | |

- 5. Looking ahead to promoting civic engagement on Code Book Committee revisions and the anticipated adoption process: Direction given to finish finalizing and polishing the revisions and have legal review before bringing the code book to the public for citizen engagement. Planning and Zoning can provide review and comment. More than one civic engagement event should take place before the public hearing.

UNFINISHED BUSINESS:

6. SECOND READING AND ADOPTION OF, ORDINANCE NO. 1 SERIES OF 2025: AN ORDINANCE FOR SETTING THE WATER RATE SCHEDULE FOR 2025.

Ordinance read by Mayor Pro Tem Brian Dreitz.

MOTION: On motion by Trustee Steve Harrison and second by Trustee Donnell Farnum to adopt upon second reading ORDINANCE NO. 1 SERIES OF 2025: AN ORDINANCE FOR SETTING THE WATER RATE SCHEDULE FOR 2025.

Topics discussed. The announcement of the water rate change will be made on the February water bill, and the new rates will be applied to the March water bill.

Motion carried.

| | M | S | Aye | Nay | Abstain |
|----------------------------|---|---|-----|-----|---------|
| Trustee Jodi Davis | | | | | |
| Trustee Donnell Farnum | | X | X | | |
| Trustee Kris Graham-Webb | | | X | | |
| Trustee Donna Krautheim | | | X | | |
| Trustee Steve Harrison | X | | X | | |
| Mayor Pro Tem Brian Dreitz | | | X | | |
| Mayor Joelina Espinoza | | | X | | |

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)

Resolution read by Trustee Steve Harrison.

MOTION: On motion by Mayor Pro Tem Dreitz and second by Trustee Steve Harrison to adopt 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).

Topics discussed. Motion carried.

| | M | S | Aye | Nay | Abstain |
|----------------------------|---|---|-----|-----|---------|
| Trustee Jodi Davis | | | | | |
| Trustee Donnell Farnum | | | X | | |
| Trustee Kris Graham-Webb | | | X | | |
| Trustee Donna Krautheim | | | X | | |
| Trustee Steve Harrison | | X | X | | |
| Mayor Pro Tem Brian Dreitz | X | | X | | |
| Mayor Joelina Espinoza | | | X | | |

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

Resolution read by Mayor Pro Tem Brian Dreitz.

MOTION: On motion by Trustee Steve Harrison and second by Mayor Pro Tem Brian Dreitz to adopt RESOLUTION NO. 5 SERIES OF 2025: A RESOLUTION OF THE TOWN OF WILLIAMSBURG, COLORADO ADOPTING THE EMPLOYEE HANDBOOK with provided amendments to the text.

Topics discussed. Motion carried.

| | M | S | Aye | Nay | Abstain |
|----------------------------|---|---|-----|-----|---------|
| Trustee Jodi Davis | | | | | |
| Trustee Donnell Farnum | | | X | | |
| Trustee Kris Graham-Webb | | | X | | |
| Trustee Donna Krautheim | | | X | | |
| Trustee Steve Harrison | X | | X | | |
| Mayor Pro Tem Brian Dreitz | | X | X | | |
| Mayor Joelina Espinoza | | | X | | |

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.

Resolution read by Trustee Steve Harrison.

MOTION: On motion by Mayor Pro Tem Dreitz and second by Trustee Donna Krautheim to adopt RESOLUTION NO. 6 SERIES OF 2025: A RESOLUTION FOR EXEMPTION FROM AUDIT FOR FISCAL YEAR 2024 FOR THE TOWN OF WILLIAMSBURG, STATE OF COLORADO.

Topics discussed. Motion carried.

| | M | S | Aye | Nay | Abstain |
|----------------------------|---|---|-----|-----|---------|
| Trustee Jodi Davis | | | | | |
| Trustee Donnell Farnum | | | X | | |
| Trustee Kris Graham-Webb | | | X | | |
| Trustee Donna Krautheim | | X | X | | |
| Trustee Steve Harrison | | | X | | |
| Mayor Pro Tem Brian Dreitz | X | | X | | |
| Mayor Joelina Espinoza | | | X | | |

Citizen Written Submissions (5 minutes) None.

The meeting was adjourned by Mayor Joelina Espinoza at 8:02 pm.

The next scheduled Board Meeting is March 18, 2025 at 6:15 pm.

Mayor Joelina Espinoza

Attest:

Ashley Smith, Williamsburg Town Clerk

Date

Town of Williamsburg Board of Trustees Vision Workshop Agenda

Friday, February 28, 5:00 PM

1. Call to Order at

| | Present | Absent |
|---|---------|--------|
| Trustee Jodi Davis | X | |
| Trustee Donnell Farnum | X | |
| Trustee Kris Graham-Webb | X | |
| Trustee Donna Krautheim *arrived at 5:07 pm | X | |
| Trustee Steve Harrison | | X |
| Mayor Pro Tem Brian Dreitz | | X |
| Mayor Joeliina Espinoza | X | |

Also in attendance: Ashley Smith, Town Clerk

2. Team Building Exercise: none

3. Community Survey Review: Direction given to address citizens' concerns on social media and the website.

4. Light Dinner Served

5. Mission Statement Development

- Our mission is to safeguard Williamsburg's country way of life through responsible governance, financial prudence, and policies that support a straightforward and independent way of living. We prioritize open communication with citizens, limited regulations, and a commitment to transparency in all we do. We encourage all members of our community to engage in governance and work together as we strive to maintain the freedoms and traditions that protect our rural way of life.

6. Priorities and Strategy to Achieve Mission: An exercise was conducted to identify and discuss the following priorities:

- **Code Book** – Updating and enforcing town regulations.
- **Streets** – Maintenance, repairs, and infrastructure improvements.
- **Parks Master Plan** – Enhancing recreational spaces and amenities.
- **Water System** – Evaluating and improving water infrastructure.
- **General Housekeeping** – Administrative and operational efficiency.
- **Safety** – Strengthening public safety measures.
- **Finance** – Ensuring fiscal responsibility and sustainability.

7. Planning Framework

To be determined

8. Wrap-Up and Next Steps

A plan will be compiled and brought to a future Board of Trustee Meeting for formal adoption. It will be based on insights from the 205 Town Survey and identified community needs by the Trustees during the workshop. The Strategic Plan will outline short-term (1-year) and long-term (2-3 year) goals, prioritizing key areas essential to the town’s growth, safety, and sustainability.

9. The meeting was adjourned at 6:45 pm. Next Board of Trustees Meeting will be March 18, 2025, 5 pm at 6:15 pm, Town Hall, 1 John Street, Williamsburg, CO 81226

Mayor Joelina Espinoza

Attest:

Ashley Smith, Williamsburg Town Clerk

Date



TOWN OF WILLIAMSBURG

Some Bigger, None Better

Special Board Meeting

Pursuant Section 24-6-402(2)(b), C.R.S.

March 7, 2025

5 pm, at Town Hall, 1 John Street

AGENDA:

The meeting was called to order at 5 pm.

Roll Call:

Kristina K. Graham-Webb

Donnell Farnum

Beth Roman

Brian Dreitz

Brandon Davis

Jodi Davis

Joelina Espinoza

1. Code Book Revision Committee Reviewed Chapter 16.
2. 1401 Churchill Code Violations discussed.

The meeting was adjourned at 7:10 pm.

Next Board of Trustee Meeting, March 18, 2025, 6:15 pm.

Mayor Joelina Espinoza

Attest:

Ashley Smith, Williamsburg Town Clerk

Date

Treasurer's Report

Town of Williamsburg

March 18, 2025

Madam Mayor and Board of Trustees,

I am pleased to report that the Town of Williamsburg's financial position remains strong. All bank accounts have been fully reconciled, and necessary fund transfers have been completed, ensuring smooth financial operations.

COLOTRUST Savings Accounts: We are actively working with COLOTRUST to finalize the setup of new savings accounts. Once completed, we will proceed with the scheduled savings transfers in the near future.

Next month, we will begin discussions regarding the Humane Society contract, including potential renewal and financial considerations.

I will continue to monitor and manage the town's financial health to ensure stability and transparency. Please let me know if you have any questions or need further details.

Respectfully submitted,

Kris Graham-Webb
Treasurer, Town of Williamsburg

Town of Williamsburg General Fund Profit & Loss Budget vs. Actual

February 2025

| | Feb 25 | Budget | \$ Over Budget | % of Budget |
|--|-----------------|------------------|------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 40000 · Taxes | | | | |
| 40001 · Cigarette tax | 4.13 | 0.00 | 4.13 | 100.0% |
| 40002 · General Property Tax | 1,744.06 | 0.00 | 1,744.06 | 100.0% |
| 40003 · Sales and Use Tax | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 40000 · Taxes | 1,748.19 | 0.00 | 1,748.19 | 100.0% |
| 41000 · Building Permits | 384.00 | 917.00 | -533.00 | 41.9% |
| 42000 · Permit Fees | | | | |
| 42001 · ATV Permits | 0.00 | 0.00 | 0.00 | 0.0% |
| 42002 · Dog Tags and Fines | 0.00 | 25.00 | -25.00 | 0.0% |
| Total 42000 · Permit Fees | 0.00 | 25.00 | -25.00 | 0.0% |
| 43000 · Fines and Forfeitures | 0.00 | 25.00 | -25.00 | 0.0% |
| 44000 · Franchise Fees | | | | |
| 44001 · Atmos Energy | 3,154.23 | | | |
| 44000 · Franchise Fees - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 44000 · Franchise Fees | 3,154.23 | 0.00 | 3,154.23 | 100.0% |
| 46000 · Interest / Investment Revenue | 0.69 | 2.00 | -1.31 | 34.5% |
| 46500 · Staff Development | 40.00 | | | |
| 47000 · Miscellaneous Revenue | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Income | 5,327.11 | 969.00 | 4,358.11 | 549.8% |
| Gross Profit | 5,327.11 | 969.00 | 4,358.11 | 549.8% |
| Expense | | | | |
| 50000 · GENERAL OPERATING EXPENSE | | | | |
| 50001 · Advertising | 0.00 | 0.00 | 0.00 | 0.0% |
| 50002 · Code Enforcement / Animal Cont | 25.00 | 55.00 | -30.00 | 45.5% |
| 50004 · Computer Expenses | 90.00 | 0.00 | 90.00 | 100.0% |
| 50005 · Court Costs | 0.00 | 209.00 | -209.00 | 0.0% |
| 50007 · Dues and Subscriptions | 1,741.00 | 2,000.00 | -259.00 | 87.1% |
| 50008 · Elections | 0.00 | 0.00 | 0.00 | 0.0% |
| 50009 · Grant Match | 0.00 | 0.00 | 0.00 | 0.0% |
| 50010 · Miscellaneous Expense | 0.00 | 30.00 | -30.00 | 0.0% |
| 50011 · Office Supplies | 0.00 | 292.00 | -292.00 | 0.0% |
| 50012 · Property Insurance - General | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 50000 · GENERAL OPERATING EXPENSE | 1,856.00 | 2,586.00 | -730.00 | 71.8% |
| 50100 · Accounting & Consulting Service | 0.00 | 1,310.00 | -1,310.00 | 0.0% |
| 50200 · Bank Fees | 0.00 | 0.00 | 0.00 | 0.0% |
| 50300 · Building Inspector | 0.00 | 0.00 | 0.00 | 0.0% |
| 50400 · Legal Expense | 350.00 | 416.67 | -66.67 | 84.0% |
| 60000 · PAYROLL EXPENSE | | | | |
| 60001 · Payroll - General | 7,420.44 | 3,363.30 | 4,057.14 | 220.6% |
| 60002 · Payroll - Parks | -242.03 | | | |
| 60003 · Payroll - Street | -1,285.70 | | | |
| 60004 · Payroll - Water | -2,738.09 | | | |
| 60000 · PAYROLL EXPENSE - Other | 0.00 | 41.67 | -41.67 | 0.0% |
| Total 60000 · PAYROLL EXPENSE | 3,154.62 | 3,404.97 | -250.35 | 92.6% |
| 61000 · STAFF COSTS | | | | |
| 61002 · Health Insurance/Shared cost | 250.00 | 250.00 | 0.00 | 100.0% |
| 61003 · Meetings and Travel | 0.00 | 0.00 | 0.00 | 0.0% |
| 61005 · Wage Garnishment | 150.00 | | | |
| Total 61000 · STAFF COSTS | 400.00 | 250.00 | 150.00 | 160.0% |
| 62000 · Worker's Compensation General | 0.00 | 0.00 | 0.00 | 0.0% |
| 63000 · Trustee and Mayor Fees | 170.00 | 166.67 | 3.33 | 102.0% |
| 64000 · UTILITIES | | | | |
| 64001 · Electricitiy - General | 103.49 | 116.67 | -13.18 | 88.7% |
| 64002 · Gas - General | 162.43 | 100.00 | 62.43 | 162.4% |
| 64003 · Internet & Telephone - General | 66.48 | 83.33 | -16.85 | 79.8% |
| Total 64000 · UTILITIES | 332.40 | 300.00 | 32.40 | 110.8% |
| Total Expense | 6,263.02 | 8,434.31 | -2,171.29 | 74.3% |
| Net Ordinary Income | -935.91 | -7,465.31 | 6,529.40 | 12.5% |
| Net Income | -935.91 | -7,465.31 | 6,529.40 | 12.5% |

Town of Williamsburg General Fund

3/5/2025 10:45 AM

Register: 10000 · General Fund/Ops/BKofSJ

From 02/01/2025 through 02/28/2025

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|--------------------------|-----------------------------|---------------------|----------|---|----------|-----------|
| 02/03/2025 | E-pay | Colorado Department... | 24000 · Payroll Liabilit... | 26-57348 QB ... | 200.00 | X | | 96,417.23 |
| 02/03/2025 | E-pay | United States Treasury | -split- | 84-1529507 Q... | 1,375.26 | X | | 95,041.97 |
| 02/03/2025 | 14001 | Family Support Servi... | 61000 · STAFF COST... | 17551375, Ric... | 150.00 | X | | 94,891.97 |
| 02/03/2025 | 14002 | Dan Slater, Attorney ... | 50400 · Legal Expense | 6005-001 | 350.00 | X | | 94,541.97 |
| 02/05/2025 | | | 41000 · Building Permits | Deposit | | X | 384.00 | 94,925.97 |
| 02/05/2025 | 14003 | Black Hill Energy | 64000 · UTILITIES:64... | | 103.49 | X | | 94,822.48 |
| 02/10/2025 | | | 40000 · Taxes:40002 · ... | Deposit | | X | 1,594.56 | 96,417.04 |
| 02/10/2025 | | | 40000 · Taxes:40002 · ... | Deposit | | X | 149.50 | 96,566.54 |
| 02/10/2025 | | | 40000 · Taxes:40001 · ... | Deposit | | X | 4.13 | 96,570.67 |
| 02/13/2025 | 14004 | Spectrum Enterprise | 64000 · UTILITIES:64... | internet and tel... | 66.48 | | | 96,504.19 |
| 02/13/2025 | 14005 | Hellfire IT LLC | 50000 · GENERAL O... | IT assistance | 90.00 | X | | 96,414.19 |
| 02/13/2025 | 14006 | Joelina Espinoza | 63000 · Trustee and M... | Feb Stipend | 50.00 | | | 96,364.19 |
| 02/13/2025 | 14007 | Brian Drietz | 63000 · Trustee and M... | Feb Stipend | 20.00 | X | | 96,344.19 |
| 02/13/2025 | 14008 | Donna Krautheim | 63000 · Trustee and M... | Feb Stipend | 20.00 | | | 96,324.19 |
| 02/13/2025 | 14009 | Donnell Farnum | 63000 · Trustee and M... | Feb Stipend | 20.00 | X | | 96,304.19 |
| 02/13/2025 | 14010 | Steve Harrison | 63000 · Trustee and M... | Feb Stipend | 20.00 | | | 96,284.19 |
| 02/15/2025 | 14011 | Ashley R Smith | -split- | | 982.17 | X | | 95,302.02 |
| 02/15/2025 | 14012 | Brenda G Orth | -split- | | 310.30 | X | | 94,991.72 |
| 02/15/2025 | 14013 | Kelsey A Pollard | -split- | | 273.05 | X | | 94,718.67 |
| 02/15/2025 | 14014 | Richard Jackson | -split- | | 392.22 | X | | 94,326.45 |
| 02/15/2025 | 14015 | William D Lackey | -split- | | 473.46 | X | | 93,852.99 |
| 02/18/2025 | 14016 | ATMOS ENERGY | 64000 · UTILITIES:64... | | 162.43 | X | | 93,690.56 |
| 02/19/2025 | | | 44000 · Franchise Fees... | Deposit | | X | 3,154.23 | 96,844.79 |
| 02/26/2025 | ACH | Visible | 50000 · GENERAL O... | code enforceme... | 25.00 | X | | 96,819.79 |
| 02/27/2025 | ACH | Intuit | -split- | \$42 monthly e... | 1,741.00 | X | | 95,078.79 |
| 02/28/2025 | | | 46000 · Interest / Inves... | Interest | | X | 0.69 | 95,079.48 |
| 02/28/2025 | | | -split- | Deposit | | | 4,265.82 | 99,345.30 |
| 02/28/2025 | 14017 | Ashley R Smith | -split- | | 1,186.12 | | | 98,159.18 |
| 02/28/2025 | 14018 | Brenda G Orth | -split- | | 401.14 | | | 97,758.04 |
| 02/28/2025 | 14019 | Kelsey A Pollard | -split- | | 273.05 | | | 97,484.99 |
| 02/28/2025 | 14020 | Kristiana Rogers | -split- | | 19.02 | | | 97,465.97 |
| 02/28/2025 | 14021 | Larry Hall | -split- | | 93.96 | | | 97,372.01 |
| 02/28/2025 | 14022 | Lawrence A. St. Hila... | -split- | | 85.42 | | | 97,286.59 |
| 02/28/2025 | 14023 | Richard Jackson | -split- | | 697.47 | | | 96,589.12 |
| 02/28/2025 | 14024 | William D Lackey | -split- | | 846.44 | | | 95,742.68 |

Town of Williamsburg Street System Profit & Loss Budget vs. Actual February 2025

| | Feb 25 | Budget | \$ Over Budget | % of Budget |
|--|----------|----------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 40000 · Tax Income | | | | |
| 40001 · Co state mineral tax | 0.00 | 0.00 | 0.00 | 0.0% |
| 40002 · Co state severance tax | 0.00 | 0.00 | 0.00 | 0.0% |
| 40004 · Highway Users Fund Tax | 3,358.98 | 3,500.00 | -141.02 | 96.0% |
| 40005 · Road and Bridge Tax | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 40000 · Tax Income | 3,358.98 | 3,500.00 | -141.02 | 96.0% |
| 46000 · Interest Income | 0.30 | 0.33 | -0.03 | 90.9% |
| Total Income | 3,359.28 | 3,500.33 | -141.05 | 96.0% |
| Expense | | | | |
| 50000 · General Operating Expense | | | | |
| 50001 · Fuel | 0.00 | 0.00 | 0.00 | 0.0% |
| 50002 · Locates (UNCC) | 140.52 | 11.67 | 128.85 | 1,204.1% |
| 50003 · Miscellaneous Expense | 4.40 | 0.00 | 4.40 | 100.0% |
| Total 50000 · General Operating Expense | 144.92 | 11.67 | 133.25 | 1,241.8% |
| 50500 · Repair and Maintenance | | | | |
| 50501 · Road Maintenance | 0.00 | 0.00 | 0.00 | 0.0% |
| 50502 · Shop Maintenance | 0.00 | 0.00 | 0.00 | 0.0% |
| 50503 · Signs | 0.00 | 0.00 | 0.00 | 0.0% |
| 50504 · Vehicle Maintenance | 0.33 | 0.00 | 0.33 | 100.0% |
| Total 50500 · Repair and Maintenance | 0.33 | 0.00 | 0.33 | 100.0% |
| 61000 · Staff Expenses | | | | |
| 60003 · Payroll Split | 1,285.70 | 2,414.35 | -1,128.65 | 53.3% |
| Total 61000 · Staff Expenses | 1,285.70 | 2,414.35 | -1,128.65 | 53.3% |
| 64000 · Utilities | | | | |
| 64001 · Gas | 159.90 | 100.00 | 59.90 | 159.9% |
| 64002 · Electricity | 119.75 | 132.91 | -13.16 | 90.1% |
| 64003 · Trash | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 64000 · Utilities | 279.65 | 232.91 | 46.74 | 120.1% |
| 75000 · Capital Outlay | | | | |
| 75001 · Equipment Purchase | 0.00 | 0.00 | 0.00 | 0.0% |
| 75002 · Grant Match | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 75000 · Capital Outlay | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Expense | 1,710.60 | 2,658.93 | -948.33 | 64.3% |
| Net Ordinary Income | 1,648.68 | 841.40 | 807.28 | 195.9% |
| Net Income | 1,648.68 | 841.40 | 807.28 | 195.9% |

Town of Williamsburg Street System

3/5/2025 10:31 AM

Register: 10000 · Street Fund BofSJ

From 02/01/2025 through 02/28/2025

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|----------|------------------------|----------------------------|--------------------|----------|---|----------|-----------|
| 02/03/2025 | ACH | Paymentus Corp. | 50000 · General Operat... | Atmos online p... | 4.40 | X | | 37,510.85 |
| 02/03/2025 | 3671 | UNCC | -split- | 2nd Billing Tie... | 71.55 | X | | 37,439.30 |
| 02/03/2025 | 3673 | Fremont County | 50500 · Repair and Ma... | 1987 Trailer R... | 0.33 | X | | 37,438.97 |
| 02/05/2025 | 3674 | Black Hills Energy | 64000 · Utilities:64002... | 3945219931 | 93.07 | X | | 37,345.90 |
| 02/05/2025 | 3675 | Black Hills Energy | 64000 · Utilities:64002... | | 26.68 | X | | 37,319.22 |
| 02/13/2025 | | | 40000 · Tax Income:40... | Deposit | | X | 3,358.98 | 40,678.20 |
| 02/24/2025 | 3676 | ATMOS Engery | 64000 · Utilities:64001... | 3019500398 | 159.90 | X | | 40,518.30 |
| 02/24/2025 | 3677 | UNCC | 50000 · General Operat... | 73736 | 68.97 | | | 40,449.33 |
| 02/28/2025 | | | 46000 · Interest Income | Interest | | X | 0.30 | 40,449.63 |
| 02/28/2025 | To Print | Town of Williamsbur... | 61000 · Staff Expenses... | monthly payrol... | 1,285.70 | | | 39,163.93 |

Town of Williamsburg Conservation Trust Redemption Fund

Profit & Loss Budget vs. Actual

February 2025

| | Feb 25 | Budget | \$ Over Budget | % of Budget |
|---|---------|---------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 34000 · Conservation Trust Fund Deposit | 0.00 | 0.00 | 0.00 | 0.0% |
| 36000 · Lottery Share Deposit | 0.00 | 0.59 | -0.59 | 0.0% |
| Total Income | 0.00 | 0.59 | -0.59 | 0.0% |
| Expense | | | | |
| 66000 · Payroll Expenses | 242.03 | 521.86 | -279.83 | 46.4% |
| 67200 · Repairs and Maintenance | 0.00 | 0.00 | 0.00 | 0.0% |
| 68000 · Weed Control | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Expense | 242.03 | 521.86 | -279.83 | 46.4% |
| Net Ordinary Income | -242.03 | -521.27 | 279.24 | 46.4% |
| Net Income | -242.03 | -521.27 | 279.24 | 46.4% |

Town of Williamsburg Conservation Trust Redemption Fund

3/5/2025 10:25 AM

Register: 10200 · Town of Williamsburg CTF Redemp

From 02/01/2025 through 02/28/2025

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment C | Deposit | Balance |
|-------------|---------------|------------------------|---------------------------|-------------------|------------------|----------------|----------------|
| 02/28/2025 | ACH | town of Williamsbur... | 66000 · Payroll Expens... | monthly payrol... | 242.03 | | 33,190.47 |

Town of Williamsburg Water System Profit & Loss Budget vs. Actual February 2025

| | Feb 25 | Budget | \$ Over Budget | % of Budget |
|---|------------------|------------------|------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 41000 · SD Monthly Transfer from Water | 307.50 | 307.50 | 0.00 | 100.0% |
| 48000 · System Development Interest | 0.00 | 3.16 | -3.16 | 0.0% |
| 48010 · Water Interest CD | 0.85 | | | |
| Water Interest Earned | 1.25 | 1.25 | 0.00 | 100.0% |
| 40000 · Water Sales | 21,373.59 | 22,527.82 | -1,154.23 | 94.9% |
| 42000 · Water Tap Sales | | | | |
| 42001 · Water Tap split from WF to SD | 0.00 | 0.00 | 0.00 | 0.0% |
| 42002 · Tap Installation-Parts | 0.00 | 0.00 | 0.00 | 0.0% |
| 42000 · Water Tap Sales - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 42000 · Water Tap Sales | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Income | 21,683.19 | 22,839.73 | -1,156.54 | 94.9% |
| Expense | | | | |
| 65000 · Water System, Williamsburg | | | | |
| 65001 · Water Tap Fee to System Dev. | 0.00 | 0.00 | 0.00 | 0.0% |
| 65002 · Water Shares (Union Ditch) | 360.60 | 0.00 | 360.60 | 100.0% |
| 65003 · Monthly System Dev Transfer | 307.50 | 307.50 | 0.00 | 100.0% |
| Total 65000 · Water System, Williamsburg | 668.10 | 307.50 | 360.60 | 217.3% |
| 67000 · Debt Retirement | | | | |
| 67001 · DWRP Loan Interest | 0.00 | 0.00 | 0.00 | 0.0% |
| 67000 · Debt Retirement - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 67000 · Debt Retirement | 0.00 | 0.00 | 0.00 | 0.0% |
| 75000 · Capital Outlay | | | | |
| 75001 · Grant match | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 75000 · Capital Outlay | 0.00 | 0.00 | 0.00 | 0.0% |
| 50000 · General Operating Expense | | | | |
| 50004 · Publish Public Notice | 0.00 | 0.00 | 0.00 | 0.0% |
| 50003 · Postage Billing & Testing | 210.17 | 0.00 | 210.17 | 100.0% |
| 50001 · Dues and Subscriptions | 3,482.00 | 1,200.00 | 2,282.00 | 290.2% |
| 50002 · Office Supplies | 0.00 | 0.00 | 0.00 | 0.0% |
| 50005 · Repairs and Maintenance | 0.00 | 0.00 | 0.00 | 0.0% |
| 50008 · Vehicle Maintenance | 0.00 | 0.00 | 0.00 | 0.0% |
| 50007 · Shop Supplies-Water Parts | 784.00 | 416.65 | 367.35 | 188.2% |
| 50010 · Water Testing | 392.00 | 166.65 | 225.35 | 235.2% |
| 50011 · Miscellaneous Expense | 0.00 | 41.65 | -41.65 | 0.0% |
| 50009 · Water Locates | 0.00 | 8.35 | -8.35 | 0.0% |
| Total 50000 · General Operating Expense | 4,868.17 | 1,833.30 | 3,034.87 | 265.5% |
| 61000 · Staff Expenses | | | | |
| 61001 · Payroll Split | 2,738.09 | 3,807.95 | -1,069.86 | 71.9% |
| Total 61000 · Staff Expenses | 2,738.09 | 3,807.95 | -1,069.86 | 71.9% |
| 66000 · Water System, Florence | | | | |
| 66004 · Water Tap Fee to Florence | 0.00 | 0.00 | 0.00 | 0.0% |
| 66001 · Florence Debt Retirement | 6,118.52 | 6,155.33 | -36.81 | 99.4% |
| 66002 · Florence Water Treatment | 5,928.00 | 7,284.15 | -1,356.15 | 81.4% |
| 66003 · Service Charges & Assessments | 1,639.95 | 1,188.40 | 451.55 | 138.0% |
| Total 66000 · Water System, Florence | 13,686.47 | 14,627.88 | -941.41 | 93.6% |
| Total Expense | 21,960.83 | 20,576.63 | 1,384.20 | 106.7% |
| Net Ordinary Income | -277.64 | 2,263.10 | -2,540.74 | -12.3% |
| Net Income | -277.64 | 2,263.10 | -2,540.74 | -12.3% |

Town of Williamsburg Water System

3/5/2025 10:27 AM

Register: 10000 · Water Fund BofSJ

From 02/01/2025 through 02/28/2025

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|------------|------------------------|---------------------------|---------------------|-----------|---|----------|------------|
| 02/03/2025 | | | 40000 · Water Sales | Deposit | | X | 250.00 | 156,085.95 |
| 02/03/2025 | 5287 | RVS Software | 50000 · General Operat... | water billing st... | 210.17 | X | | 155,875.78 |
| 02/04/2025 | | | 40000 · Water Sales | Deposit | | X | 1,072.89 | 156,948.67 |
| 02/04/2025 | | | 40000 · Water Sales | Deposit | | X | 537.42 | 157,486.09 |
| 02/04/2025 | | | 40000 · Water Sales | Deposit | | X | 1,342.87 | 158,828.96 |
| 02/04/2025 | | | 40000 · Water Sales | Deposit | | X | 75.00 | 158,903.96 |
| 02/06/2025 | | | 40000 · Water Sales | Deposit | | X | 123.59 | 159,027.55 |
| 02/06/2025 | | | 40000 · Water Sales | Deposit | | X | 155.00 | 159,182.55 |
| 02/10/2025 | | | 40000 · Water Sales | Deposit | | X | 226.22 | 159,408.77 |
| 02/11/2025 | | | 40000 · Water Sales | Deposit | | X | 1,620.50 | 161,029.27 |
| 02/11/2025 | | | 40000 · Water Sales | Deposit | | X | 802.95 | 161,832.22 |
| 02/11/2025 | | | 40000 · Water Sales | Deposit | | X | 104.02 | 161,936.24 |
| 02/11/2025 | | | 40000 · Water Sales | Deposit | | X | 999.64 | 162,935.88 |
| 02/12/2025 | | | 40000 · Water Sales | Deposit | | X | 5,234.24 | 168,170.12 |
| 02/12/2025 | 5289 | Pueblo City-County ... | 50000 · General Operat... | water testing | 21.00 | X | | 168,149.12 |
| 02/12/2025 | 5289 | Pueblo City-County ... | 50000 · General Operat... | water testing | 21.00 | | | 168,128.12 |
| 02/12/2025 | 5290 | City of Florence | -split- | Jan Water Bill | 13,686.47 | X | | 154,441.65 |
| 02/12/2025 | 5291 | Union Ditch and Wat... | 65000 · Water System, ... | Union Ditch an... | 360.60 | X | | 154,081.05 |
| 02/13/2025 | | | 40000 · Water Sales | Deposit | | X | 495.34 | 154,576.39 |
| 02/13/2025 | 5292 | SGS ACCUTEST | 50000 · General Operat... | water testing | 350.00 | X | | 154,226.39 |
| 02/14/2025 | | | 40000 · Water Sales | Deposit | | X | 54.76 | 154,281.15 |
| 02/17/2025 | 5293 | Core and Main | -split- | Sensus Softwar... | 3,874.00 | | | 150,407.15 |
| 02/17/2025 | To Print | Core and Main | 50000 · General Operat... | 3/4"x400' IPS ... | 392.00 | | | 150,015.15 |
| 02/18/2025 | | | 40000 · Water Sales | Deposit | | X | 375.56 | 150,390.71 |
| 02/19/2025 | | | 40000 · Water Sales | Deposit | | X | 1,773.19 | 152,163.90 |
| 02/19/2025 | | | 40000 · Water Sales | Deposit | | X | 3,558.11 | 155,722.01 |
| 02/19/2025 | | | 40000 · Water Sales | Deposit | | X | 125.52 | 155,847.53 |
| 02/21/2025 | | | 40000 · Water Sales | Deposit | | X | 585.66 | 156,433.19 |
| 02/24/2025 | | | 40000 · Water Sales | Deposit | | X | 124.28 | 156,557.47 |
| 02/25/2025 | | | 40000 · Water Sales | Deposit | | X | 114.00 | 156,671.47 |
| 02/26/2025 | | | 40000 · Water Sales | Deposit | | X | 684.01 | 157,355.48 |
| 02/26/2025 | | | 40000 · Water Sales | Deposit | | X | 768.84 | 158,124.32 |
| 02/26/2025 | | | 40000 · Water Sales | Deposit | | X | 103.88 | 158,228.20 |
| 02/27/2025 | | | 40000 · Water Sales | Deposit | | X | 66.60 | 158,294.80 |
| 02/27/2025 | JE-AC G... | | 40000 · Water Sales | bank deposit co... | 0.50 | X | | 158,294.30 |
| 02/28/2025 | | | Water Interest Earned | Interest | | X | 1.25 | 158,295.55 |
| 02/28/2025 | ACH | Town of Williamsburg | 61000 · Staff Expenses... | monthly payrol... | 2,738.09 | | | 155,557.46 |

Town of Williamsburg Water System

3/5/2025 10:27 AM

Register: 10001 · Systems Development CD

From 02/01/2025 through 02/28/2025

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|-------------|---------------|--------------|----------------------------|-------------|----------------|----------|----------------|----------------|
| 02/28/2025 | | | 48010 · Water Interest ... | Interest | | X | 0.85 | 36,935.05 |

Prospective Business Solutions LLC
26 West Dry Creek Circle Suite 600
Littleton, CO 80120 US
720-217-6601
uli@prospective-business-solutions.com



INVOICE

BILL TO

Ms Ashley Smith
Town of Williamsburg
1 John Street
Williamsburg, CO 81228

INVOICE # 1436
DATE 02/28/2025
DUE DATE 03/15/2025
TERMS Net 15

| DATE | SERVICE | DESCRIPTION | QTY | RATE | AMOUNT |
|------------|------------|----------------------|------|--------|--------|
| 01/23/2025 | Consulting | 2024 Audit Exemption | 3 | 200.00 | 600.00 |
| 01/27/2025 | Consulting | 2024 Audit Exemption | 1 | 200.00 | 200.00 |
| 01/30/2025 | Consulting | 2024 Audit Exemption | 2 | 200.00 | 400.00 |
| 02/10/2025 | Consulting | 2024 Audit Exemption | 0.50 | 200.00 | 100.00 |
| 02/26/2025 | Consulting | 2024 Audit Exemption | 0.25 | 200.00 | 50.00 |

BALANCE DUE

\$1,350.00

Williamsburg Town Report

March 18, 2025

1. Building Report:

| Permit # | Issue Date | Work | Address | Permit Fee | Paid | Outcome | Construction Cost |
|----------|------------|-----------------|----------------|------------|-------|---------|-------------------|
| 1383 | 1/27/2025 | Detached Garage | 12 N Scutti Dr | 384.00 | check | Final | \$ 19,670.00 |

2. Clerk Report:

- a. 2/18/25 Worked with Trustee Farnum to begin Job Description modifications.
- b. 2/19/25 Posted P&Z opening on Facebook, Website, and public boards.
- c. 2/19/25 Archived Resolutions and Ordinance and uploaded ADA PDF's to the website. Backed up Quickbooks accounts.
- d. 2/20/25 Submitted application for CML conference scholarship, COLOTRUST investment application, and Audit Exemption to Prospective Business Solutions.
- e. 2/24/25, Ashley met virtually with CSP. See Water report 'f'.
- f. 2/25/25 Ashley prepared CDPHE survey and Right of Entry forms from the CDPHE for the Street Crew to conduct door-to-door survey collection to 46 residences. Their packets also included a letter of authorization for each staff member to go door-to-door on behalf of the Town, instructions, and a drop off letter for residents.
- g. 2/25/25 Kris Rogers, Municipal Clerk, put in a days work creating the Town's new Inventory List, inputting survey results, archiving records, and receiving training for when she covers the office March 17-20, 2025.
- h. 2/28/25 Helped execute the Trustee Vision Workshop to formulate priorities and goals for the Town and develop the Town's Mission Statement. Data gathered from the workshop will be compiled into an official document to formally adopt.
- i. 3/3/25 Paid out payroll, payroll liabilities, and calculated payroll splits.
- j. 3/4/25 Consulted with Trustee Dreitz and Harrison, Will Lackey and Rich Jackson on Backhoe repair plan.
- k. 3/5/25 Ashley met with Treasurer Kris Graham-Webb to perform the February bank reconciliation, monthly payroll splits, System Development transfer, and Treasurer Kris Graham-Webb and Trustee Brian Dreitz set up and approved adding Williamsburg's bank accounts to the COLOTRUST portal.
- l. 3/6/25 Ashley filed a required "Unclaimed Property Report".
- m. 3/11/25 Training Kris Rogers for her to cover the office while Ashley is out of town.
- n. 3/11/25 Trustee Farnum completed the Employee Handbook. They will be submitted to employees and a copy of the signature page retained in their files.

Street Report:

- a. 2/18/25 Rich performed a park inspection.
- b. 2/20/25 Attempted to attend a CIRSA Hazardous Operations Training in Canon City. It was canceled due to the teacher's illness.
- c. 2/20/25 Posted minutes and agendas on public boards.
- d. 2/13/25 Rich graded Rockrimmon.
- e. 2/24/25 Rich graded all of Smith Gulch, all of Wilmont, Cobble Ct, Boulder Ct. Refueled grader. Left message with Acron to refuel the tank.
- f. 2/25/25 David from United Health installed the new first aid kits and eye wash station. The old kit had items 20 years expired.
- g. 3/4/25 Hydraulic leaks detected on the backhoe. Will Lackey, Rich Jackson and Brian Dreitz met to come up with a game plan for repairs.
- h. 3/11/25 Rich grading roads.

Park Report:

- a. 3/6/25 Rich picked up the park benches and paint from Trustee Krautheim's residence.

Town of Williamsburg 2025 Revenues & Expenditures

| | General Fund | | | Street Fund | | | Park Fund | | | Total | | |
|-----------|--------------|----------|--------------------|-------------|----------|--------------------|-----------|----------|--------------------|----------|----------|--------------------|
| | Revenues | Expenses | Profit over (loss) | Revenues | Expenses | Profit over (loss) | Revenues | Expenses | Profit over (loss) | Revenues | Expenses | Profit over (loss) |
| January | 5,101 | 6,400 | (1,299) | 3,513 | 2,205 | 1,308 | - | 242 | (242) | 8,614 | 8,847 | (233) |
| February | 5,327 | 6,263 | (936) | 3,359 | 1,711 | 1,648 | - | 242 | (242) | 8,686 | 6,263 | 2,423 |
| March | | | - | | | - | | | - | | | - |
| April | | | - | | | - | | | - | | | - |
| May | | | - | | | - | | | - | | | - |
| June | | | - | | | - | | | - | | | - |
| July | | | - | | | - | | | - | | | - |
| August | | | - | | | - | | | - | | | - |
| September | | | - | | | - | | | - | | | - |
| October | | | - | | | - | | | - | | | - |
| November | | | - | | | - | | | - | | | - |
| December | | | - | | | - | | | - | | | - |



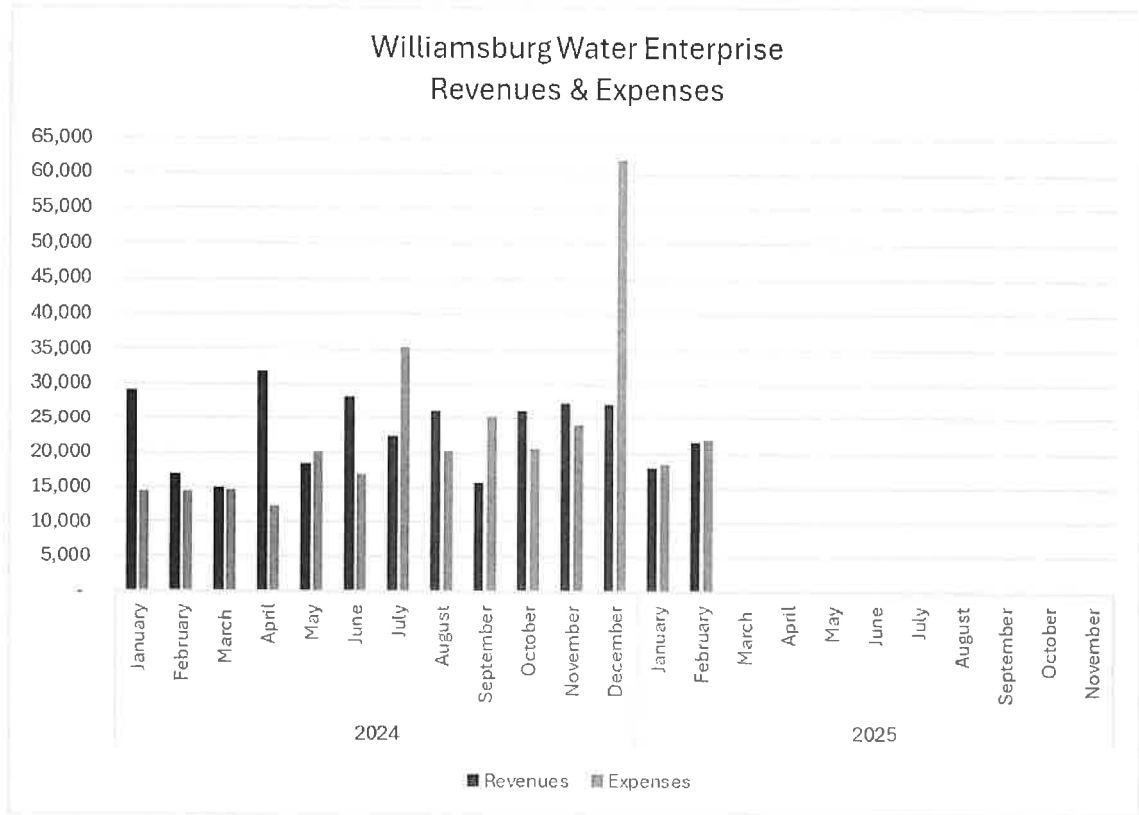
Water Report

- a. 2/17/25 Will prepared the water line marks, and traffic detour signs for when the mine reclamation work begins.
- b. 2/24/25 Meeting with WSP to review the next phase of lead and copper water line testing.
- c. Brenda sent Water shut-off notices.
- d. 2/20/25 Will and Rich detected a possible water leak at Ironhorse and Ashbridge. They will keep an eye on it over the next few days and address if conditions don't improve and/or worsen.
- e. 2/24/25 Will oversaw the start of Mine Reclamation work by Kesler.
- f. 2/24/25 Will and Ashley had a virtual meeting with CSP on Phase 2 of Lead and Copper pipes. It will require sending staff door-to-door to 46 residences to get a self-assessment survey or permission to go onsite for pothole testing. Documentation is due April 9, 2025.
- g. 2/25/25 Will oversaw day 2 of Mine Reclamation work.
- h. 2/27/25 Will and Rich conducted water meter reads. 2 old meters will need to be replaced. Will will install a new water tap meter purchase at 10 Luciana Lane over the weekend.
- i. 2/28-3/1/25 Larry Hall and Larry St. Hilaire conducted door-to-door WSP surveys.
- j. 3/4/25 Will oversaw the wrap-up of the mine-reclamation work and opened up Bluff Road.
- k. 3/5/25 Will performed 3 water-shut offs. 2 of the accounts paid immediately.
- l. 3/6/25 Will and Rich finished the valve geo-mapping. The last 6 were difficult to locate and required the back hoe. Now, the town needs the equipment to create a map and to read the geo locations.
- m. 3/8/25 Will and Trustee Deitz worked on the backhoe for repairs.
- n. 3/6 and 3/11/25 Brenda and Kris Rogers worked on collecting WSP Lead and Copper Survey via phone calls. The deadline is April 9, 2025.

| | March 2025 | Feb 2025 | Jan 2025 |
|-----------------------------------|--|---|----------------|
| Shut off's performed | 3 @ 2 of the accounts paid their bill immediately. | 2 @ both failed to follow through with payment plan. 1 paid their balance the same day. Local church paid the other 2/20/25 | |
| Shut off notices | 5 @ \$1061.02 | 5 @ \$1,118.96 | 9 @ \$2880.02 |
| Existing Water tap pulled in 2023 | 1 @ \$1,742.72 | 1 @ \$1,742.72 | 1 @ \$1,742.72 |

| Water Billing Receivables | Feb 2025 | # Accts | Jan 2025 | # Accts | Dec 2024 | # Accts |
|---------------------------|-----------|---------|------------|---------|-----------|---------|
| Past due 1-30 days | \$5024.22 | 78 | \$3,805.48 | 68 | \$4578.25 | 66 |
| Past due 31-60 days | \$1144.93 | 22 | \$1,258.21 | 20 | \$2086.47 | 33 |

| | | | | | | |
|-------------------------------|--------------------|------------|--------------------|------------|--------------------|------------|
| Past due over 60 days | \$2143.03 | 7 | \$3,107.34 | 93 | \$3280.58 | 15 |
| Overpayments/ pre-payments | (\$3342.31) | 78 | \$(3,733.89) | 93 | (\$4260.44) | 96 |
| Current charges | \$20,534.50 | | \$20,560.22 | | \$19,409.53 | |
| Total receivables | \$25,531.37 | 313 | \$24,997.36 | 311 | \$25,094.39 | 311 |



3. Planning & Zoning:

- a. One letter of interest submitted as of 3/11/25.

4. Events:

- a. Care and Share, led by Mayor Espinoza, was hosted by Williamsburg and a big success.
- b. Brenda Orth hosted another lovely Town Hall Coffee and Donuts on March 11th.

3/11/25

I would like to be considered for the open position on the
Planning and Zoning committee.

Thank You,

Brenda Orth

3/18/2025

Memo: Website Content and ADA Compliance

ADA Compliance & Website Accessibility

Section 508 of the **Rehabilitation Act (29 U.S.C. § 794d)** mandates that federal agencies and certain entities ensure that **information and communications technology (ICT)** is accessible to individuals with disabilities. The requirement aims to provide equal access to information for all residents, including those using assistive technologies.

Key Deadlines:

- **Federal Reporting Deadline:** July 31, 2024
- **Colorado Extended Deadline:** July 1, 2025

<https://www.section508.gov/manage/section-508-assessment/>

To ensure compliance, the Town of Williamsburg must evaluate its website and make necessary modifications, such as:

- Implementing Web Content Accessibility Guidelines (WCAG) 2.1, Level AA standards.
- Ensuring public documents, such as meeting minutes, resolutions, and reports, are available in accessible formats.
- Providing alternative text for images, screen reader compatibility, and captioning for multimedia content.
- Report on the implementation of Section 508 to the Office of Management and Budget (OMB) and the General Services Administration (GSA) through the Annual Section 508 Assessment.

To continue moving forward with compliance attached is:

1. Resolution 7 of 2025 for adoption
2. Town of Williamsburg ADA Digital Accessibility Plan and Timeline
3. Town of Williamsburg ADA Grievance Procedure
4. Town of Williamsburg Nondiscrimination & Accessibility Complaint Form

Please let me know if you have any questions or require further details.

RESOLUTION NO. 7 SERIES OF 2024

A RESOLUTION OF THE TOWN OF WILLIAMSBURG, COLORADO ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR AND PROCEDURES.

WHEREAS, under **Title II of the ADA**, the Town of Williamsburg is committed to ensuring that all public services, programs, communications, and facilities—including digital platforms—are accessible to individuals with disabilities; and

WHEREAS, to uphold this commitment, the Town of Williamsburg shall designate the **Town Clerk and Deputy Clerk as ADA Coordinators**, responsible for overseeing compliance, addressing accessibility concerns, and coordinating necessary accommodations; and

WHEREAS, in compliance with **Title II of the ADA**, the Town of Williamsburg shall **adopt and implement a grievance procedure** to efficiently resolve complaints alleging violations of ADA accessibility requirements; and

WHEREAS, the Town of Williamsburg shall **publish a public notice** informing residents of their rights under the ADA and the Town's obligations to ensure accessibility; and

WHEREAS, the Town of Williamsburg shall maintain transparency by **publicly posting the ADA Coordinator's name, office address, telephone number, ADA Notice, and grievance procedure on the Town's official website** to ensure accessibility for all, including individuals who rely on assistive technology;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Williamsburg reaffirms its commitment to full compliance with **ADA Title II regulations**, including both **physical and digital accessibility**, and shall take all necessary steps to ensure that residents with disabilities have equal access to government services, facilities, and information.

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

Joelina Espinoza, Mayor

Attestation: Ashley Smith, Town Clerk

3/12//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 ADA Digital Accessibility Plan

Commitment to Accessibility

The Town of Williamsburg is dedicated to full inclusion and equal access to all town facilities, programs, activities, and services. In alignment with the Americans with Disabilities Act (ADA) and Colorado state law, we are committed to ensuring that our digital content and technology are accessible to all individuals, including those with disabilities.

Our goal is to provide digital content that enables individuals with disabilities to access the same information, engage in the same interactions, and receive the same services as those without disabilities—while maintaining privacy, independence, and ease of use. This applies to all Information and Communication Technology (ICT), which includes websites, digital documents, online forms, multimedia, and other electronic communications.

Why Digital Accessibility Matters

Ensuring digital accessibility is essential for:

- **Providing equal access** to government services.
- **Enhancing transparency** in governance.
- **Supporting community participation**, particularly for those with disabilities.
- **Building trust and engagement** with all Williamsburg residents.
- **Complying with legal requirements**, including **Title II of the ADA** and **Colorado House Bills 21-1110 and 24-1454**, which mandate full digital accessibility compliance by **July 1, 2025**.

ADA Digital Compliance Measures

To meet digital accessibility requirements, the **Town of Williamsburg** will:

1. **Appoint an ADA Digital Compliance Coordinator**
 - The **Town Clerk** and Deputy Clerk will serve as **ADA Coordinators**, ensuring that digital content meets accessibility standards.
2. **Develop and Implement Digital Accessibility Policies**
 - Establish clear guidelines for creating and maintaining **accessible digital content**.
 - Regularly review and update policies to align with federal and state regulations.
3. **Adopt the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA**
 - Ensure that all websites, online services, and digital materials comply with WCAG standards.
 - Implement best practices for website **design, structure, and navigation** to improve accessibility.
4. **Provide Accessibility Training for Staff**
 - Train staff involved in **content creation, website management, and digital communication** on accessibility requirements.
 - Offer ongoing education on best practices and tools for maintaining compliance.
5. **Enhance Public Access to Digital Services**
 - Improve **website readability, color contrast, and screen reader compatibility**.
 - Offer **alternative formats** (e.g., large print, braille, and audio versions) upon request.

- Implement **assistive technologies** to improve usability.
- 6. **Establish a Public Grievance Procedure**
 - Create a **clear process** for individuals to report **accessibility barriers** or request accommodations.
 - Provide multiple methods for submitting complaints (email, phone, website form).
 - Respond promptly to **requests for accommodation or content remediation**.
- 7. **Ensure Third-Party Vendor Compliance**
 - Require all vendors providing digital services to the town to comply with **ADA and WCAG 2.1 standards**.
 - Utilize the **Colorado Office of Information Technology's Vendor Accessibility Checklist** for procurement.
- 8. **Monitor and Report Progress**
 - Maintain an **ADA Digital Accessibility Status Report** with quarterly updates.
 - Identify **existing accessibility barriers** and set priorities for remediation.
 - Regularly evaluate and improve digital accessibility efforts based on community feedback and technological advancements.

Remediation of Existing Content

Due to funding and staffing limitations, **remediating all digital content immediately may present an undue burden**. To address this, the Town of Williamsburg will:

- **Prioritize critical content** such as government documents, emergency notifications, and public services.
- **Provide alternative formats** for content that has not yet been fully remediated.
- **Ensure that all newly created content** meets accessibility standards moving forward.

Technology Accessibility Statement

The Town of Williamsburg is committed to promptly addressing inaccessible digital content and requests for reasonable accommodations. Our accessibility statement, available on all digital platforms and printed materials, provides clear instructions for requesting accommodations.

How to Report Accessibility Issues

If you encounter any **barriers to accessing digital content** or need an accommodation, please contact:

ADA Coordinator: Town Clerk

📍 Office Address: 1 John Street, Williamsburg, CO 81226

✉ Email: clerk@williamsburgcolorado.com

☎ Phone: 719-784-4511

We appreciate your cooperation and support as we work toward a more inclusive and accessible digital environment for all residents of Williamsburg.

| Town of Williamsburg ADA Action Plan | | |
|--------------------------------------|--------|-------------|
| Task | Status | Description |
| | | |

| | | |
|--|-----------------|---|
| Initiation of ADA research efforts | 7/25/2024 | ADA compliance memo submitted to Board of Trustees |
| Adopt ADA Resolution | 3/18/2025 | Resolution 7 of 2025 |
| Qtrly Reviews | In progress | |
| Web Content and Creation | 11/22/2024 | A new website platform agreement was signed with G-Works to make it easy to use and to increase compliance. |
| | 1/2025 | G-Works was sent the web design chart to organize the city's website |
| Obtain software for PDF compliance/remediation | 12/2024 | Applied for SIPA grant to obtain Common Look License to make PDF's ADA accessible for the town website. |
| | 1/15/25 | Commenced using the CommonLook online software. |
| Include ADA button on website | In progress | |
| Social Media Training | To be scheduled | |
| General Digital ADA Training | To be scheduled | |
| Update Job descriptions as needed | In progress | |
| Update Board Agendas with verbiage | In progress | |
| Audit images, content headings, forms, and PDFs on the website | In progress | |
| Update forms on website and remove content not used | In progress | |
| Creation of Best Practices for content | To be scheduled | |
| Creation of how-to and accessible docs | To be scheduled | |

| | | |
|--|------------|---|
| Audio of Board Meetings | Complete | Audio files are recorded of board meetings and are available to the public upon request. |
| Creation of grievance policy and procedure | 3/18/2025 | Brought to the Board of Trustees for approval with Resolution 7 of 2025. |
| Town Park ADA compliance | 10/15/2024 | Trustee Krautheim charged with researching a plan for ADA compliance at the Town Park. |
| | 2/28/2024 | The Board of Trustee Vision Committee met and agreed to create a master plan for the Town Park and Scutti Park. It may involve taking down park equipment because ADA compliance would be costly and it is rarely used by residents per survey. Researching grants will be needed for any plans put together. ADA port-a-potties will need to be included in the master plans and grants. |

Town of Williamsburg ADA Grievance Procedure

Purpose

The Town of Williamsburg is committed to ensuring equitable access to all town programs, services, and facilities for individuals with disabilities. This ADA Grievance Procedure provides a clear and fair process for addressing complaints regarding digital and physical accessibility under Title II of the Americans with Disabilities Act (ADA).

Filing a Grievance

Any individual who believes they have been denied access to a program, service, or facility due to a disability may file a grievance. Complaints may be submitted in writing, by phone, or in person.

How to File a Grievance

A grievance may be filed using the Town of Williamsburg ADA Complaint Form, which can be accessed:

- By Email: clerk@williamsburgcolorado.com
- By Phone: 719-784-4511
- In Person or Mail: Town Hall, 1 John Street, Williamsburg, CO 81226

If assistance is needed to complete the form, individuals may contact the ADA Coordinator, who will document the grievance on their behalf.

Information to Include in the Complaint

To assist in addressing the issue, the grievance should include:

- Name, address, phone number, and email of the complainant.
- Description of the accessibility issue, including the date and location.
- Webpage URL (if applicable) or details about the program/service in question.
- Preferred format for response (e.g., email, large print, audio recording).
- Any suggested resolutions that could improve accessibility.

Complaint Resolution Process

1. Acknowledgment (Within 10 Business Days)





- The Town of Williamsburg will acknowledge receipt of the grievance within 10 business days.
- 2. Investigation (Within 45 Calendar Days)**
 - The ADA Coordinator will review the complaint, gather relevant information, and may contact the complainant for further details.
 - If needed, the ADA Coordinator will meet with the complainant to discuss the issue and potential resolutions.
- 3. Written Response (Within 60 Calendar Days)**
 - The complainant will receive a written decision detailing:
 - Findings of the investigation.
 - Any corrective actions or modifications planned.
 - Explanation if no ADA violation was found.
- 4. Request for Reconsideration (Within 30 Calendar Days)**
 - If dissatisfied with the response, the complainant may request reconsideration by submitting a written appeal to the Town Administrator within 30 days.
 - The Town Administrator or designee will review the case and provide a final determination within 60 calendar days.
- 5. Further Remedies**
 - If the complainant is not satisfied with the final resolution, they may file a complaint with the U.S. Department of Justice or other appropriate state or federal agencies.
 - Use of the Town's grievance procedure is not a prerequisite to pursuing other legal remedies.

File Maintenance

The Town of Williamsburg will maintain all ADA grievance records for a period of three (3) years, including complaint details, investigation results, and resolutions.

Contact Information

For any accessibility concerns, accommodation requests, or to file a grievance, please contact:

-  **ADA Coordinator: Town Clerk**
-  **Email: clerk@williamsburgcolorado.com**
-  **Phone: [Phone Number]**
-  **Address: Town Hall, 1 John Street**

The Town of Williamsburg is committed to promptly addressing accessibility issues and ensuring that all residents can fully participate in town services and programs.

Town of Williamsburg

Nondiscrimination & Accessibility Complaint Form

Filing a Complaint

This form is used to report accessibility concerns or discrimination related to programs, services, or facilities operated by the Town of Williamsburg under Title II of the ADA.

Submission Options:

- **Email:** clerk@williamsburgcolorado.com
- **Mail/In-Person:** Town of Williamsburg, ATTN: Town Clerk, 1 John Street, Williamsburg, CO 81226
- **Phone Assistance:** Call 719-784-4511 for help completing the form.

Section 1: Contact Information

- ◆ First Name*: _____
- ◆ Last Name*: _____
- ◆ Phone Number (Home or Cell)*: _____
- ◆ Address: _____
- ◆ City: _____
- ◆ State: _____
- ◆ Zip Code: _____
- ◆ Email Address: _____

Section 2: Complainant Information

Are you filing this complaint on your own behalf?

- Yes (Skip to Section 3)
- No (Complete the information below)

- ◆ First Name*: _____
- ◆ Last Name*: _____
- ◆ Phone Number (Home or Cell)*: _____
- ◆ Address: _____
- ◆ City: _____

- ◆ State: _____
- ◆ Zip Code: _____
- ◆ Email Address: _____

Section 3: Incident Description

- ◆ Date of Incident*: ____ / ____ / ____
- ◆ Location of Incident*: _____
- ◆ Describe the issue* (Include details about the program, service, or facility and why you believe it was discriminatory or inaccessible:

◆ Witnesses (if any): Name(s) & Contact Information

◆ Have you discussed this issue with a Town employee?

Yes (Provide Name & Position): _____

No

◆ Have you filed a complaint with any other agency or court?

Yes (Check all that apply) Federal Agency Federal Court State Agency State Court Local Agency

No

◆ Additional Documentation (Optional):

Section 4: Affirmation & Submission

I affirm that the above information is true to the best of my knowledge.

◆ Full Name*: _____

◆ Date*: ____ / ____ / ____