



**NOTICE OF THE REGULAR MEETING OF THE GENERAL ASSEMBLY**

**TOWN OF OPHIR, CO 81426**

**TUESDAY 7:00 PM, November 19, 2024**

OPHIR TOWN HALL 36 PORPHYRY ST.

[Join Zoom Meeting](#)

Meeting ID: 867 0143 8435 Passcode: 373146

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**AGENDA**

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. PRESENTATIONS
  - a. Town of Ophir Water Monitoring Program Report- 2024 (Sullivan)
4. BUSINESS ITEMS
  - a. 2025 Draft Budget- First Reading (Wyszynski)
  - b. Approval/acceptance of 2023 Town of Ophir Financial Audit (if available)  
(Wyszynski)
5. STAFF REPORTS
  - a. Town Manager
  - b. Other
6. NEW BUSINESS
7. ADJOURN

## General Assembly Meeting Memorandum

To: Ophir General Assembly

From: John Wontrobski, Ophir Town Manager

Date: November 18, 2024 for November 19, 2024 GA meeting

3a. Leigh Sullivan, who conducts water quality and quantity measurements through the summer for the Town of Ophir, submitted the following report for the 2024 season.

4a. This is the first reading of the 2025 Draft Budget. Some highlights include:

- An additional \$45,000 proposed for a new position, a part-time Public Works Director. This position would also incur an additional \$12,000 expense in the budget for health benefits, and an unknown amount for other expenses associated with a new employee, such as additional payroll, Workers Comp., etc.
- Please note the record amount of Real Estate Transfer Tax (\$350,512) received in 2024. This could be a temporary basis for extra expenses in the budget moving forward.
- This budget does NOT include funding for a new backhoe, which we have determined is needed. This expense will be considered separately at a later GA meeting once basic research has been conducted to identify a new one.
- The Water/Enterprise Fund is not sustainable over the long term and we will need to increase revenue in the future to make it a sustainable fund, which it is designed by law to be.
- We are not proposing raises for any staff for 2025.

## Town of Ophir water monitoring program report 2024

During summer field season for the water quality monitoring program I completed collection of four samples monthly from May through October, which are shipped to a lab in Fort Collins for metal sampling. Twice a year samples are collected for nutrient sampling. The considerable lab costs are paid for by the state and USFS, and data is included in a statewide database. The four sites being sampled provide ongoing baseline water quality to document the effects of the Carbonero tailings cleanup on metals loading of the Howard Fork, water quality at the intake for the town water system and also the status of the backup water source, Werner Spring. In addition work is ongoing to interpret water quality data to improve our understanding of the water quality of our drinking water sources.

For the water quantity/flow monitoring part of the program, I continued to measure two locations, one at the Waterfall intake and one just above the confluence of the Howard Fork, as well as calculate and record data, and make it available to staff and interested residents. A minimum frequency of 20 measurements is recommended both by Karen Guglielmone engineer for public works town of Telluride, and also by Bill Merrill an engineer who owns Western Land and Water and who has contributed extensive pro bono work for the town of Ophir over past years in water concerns and research. This flow data should be valuable as we strive to understand the effects of climate change on our water source, and help determine the actual capacity of our drinking water source.

For questions contact Leigh Sullivan 970-729-2977

GENERAL FUND INCOME  
Town of Ophir  
2025 Working Budget (11/15/2024)

	2024-B Budget	06.30.24 Actual	09.30.24 Actual	2025 Budget
<b>Beginning Balance, January 1st</b>	289,000	0	0	450,000
<b>Local Revenues</b>	(if payoff BB loan)			
10-110-40110 Building Permits	10,000	8,944	9,444	10,000
10-110-40170 Plan Review Fees/Variance Apps.	1,000	0	0	1,000
10421 Septic Permits	0	0	0	0
10-110-40130 Dog License	800	345	360	800
10-100-40040 2% Sales Tax Pending	22,000	18,037	26,239	25,000
10-100-40000 Real Estate Transfer Tax	50,000	95,112	350,512	50,000
<b>Total Local Revenues</b>	<b>83,800</b>	<b>122,438</b>	<b>386,555</b>	<b>86,800</b>
<b>San Miguel County Revenue</b>				
10-120-40251 Current Taxes	193,378	169,129	199,365	184,685
10430 Delinquent Taxes	0	0	0	0
10-120-40253 Specific Ownership Taxes	4,500	2,826	4,902	5,000
10-120-40254 Current Interest	475	53	111	475
10-120-40255 Other Primary Income	600	1,660	1,854	600
10-120-40256 Auto Registration	900	468	708	900
10-120-40257 R & B Apportionment	4,000	2,106	2,237	3,000
10-850-50920 Less Treasurer's Fees GF	-4,077	-3,459	-4,071	-3,893
<b>Total San Miguel County</b>	<b>199,776</b>	<b>172,783</b>	<b>205,106</b>	<b>190,767</b>
<b>CO. Department of Revenue</b>				
Severance Tax	200	0	0	200
10-120-40229 Highway Users Rebate	6,000	4,214	6,464	6,000
10-120-40281 Mineral Lease (annual)	500	0	229	500
10-120-40225 Cigarette Tax Revenues	75	30	72	75
<b>Total CO. Dept. Revenue</b>	<b>6,775</b>	<b>4,244</b>	<b>6,765</b>	<b>6,775</b>
<b>Other Revenue</b>				
Insurance from BB	0	0	0	0
Misc. Income/Services	600	292	292	600
COVID Grant	0	0	0	0
CO. Dept. Rev. - Conservation	0	0	0	0
10451 Backhoe /Plow Services	0	0	0	0
10452 Interest Income GF		3,222	7,378	5,000
<b>Total Other Revenue</b>	<b>600</b>	<b>3,514</b>	<b>7,670</b>	<b>5,600</b>
<b>TOTAL INCOME</b>	<b>290,951</b>	<b>302,979</b>	<b>606,096</b>	<b>289,942</b>
Contingency Funds	0	0	0	0
Transfers In - Due from Open Space	5,167	2,433	2,433	5,167
Transfers In - Due from H2O Fund	15,825	10,591	10,591	15,825
Transfers Out - to Reserves	-15,000	-15,000	-15,000	0
Transfers Out - To Broadband	0	0	0	0
Transfers Out- Due to Enterprise Fund	-20,271	0	-20,474	-19,360
Transfers Out - to Open Space	-2,000	-3,804	-14,020	-2,000
Transfers Out - to Capital Projects	-30,500	-30,500	-30,500	-10,500
<b>Total Transfers</b>	<b>-46,779</b>	<b>-36,280</b>	<b>-66,971</b>	<b>-10,868</b>
<b>REVISED TOTAL INCOME</b>	<b>244,172</b>	<b>266,698</b>	<b>539,125</b>	<b>279,074</b>

GENERAL FUND EXPENSES  
Town of Ophir  
2025 Working Budget (11/15/2024)

EXPENSES	2024 Budget	06.30.24 Actual	09.30.24 Actual	2025 Budget
<b>Town Administration</b>				
General & Legal				
10-205-50102 Town Manager	60,000	30,000	45,000	60,000
10-205-50220 Town Administrator Benefits- Health	12,000	5,104	8,166	24,000
10-205-50401 Training	1,000	1,014	1,065	1,000
Reimbursed Expenses	500	50	50	500
10-205-50230 Payroll Taxes (+Acct. Dept. +Town Staff Dept)	7,000	3,077	4,328	7,000
10-205-50601 Insurance	6,000	6,104	6,104	6,000
10-205-50602 Insurance-Workers Comp	3,100	1,885	1,885	3,100
10-220-50450 Legal GF	25,000	3,835	6,370	25,000
10-201-50105 Mayor Salary	5,400	2,700	4,050	5,400
10-205-50900 Mayor's Money	2,500	1,006	876	2,500
10-205-50512 Telephone & Internet	3,000	831	1,253	3,000
Total General & Legal	<b>125,500</b>	<b>55,606</b>	<b>79,147</b>	<b>137,500</b>
Finance				
10-201-50107 Treasurer	5,400	2,700	4,050	5,400
10-211-50451 Accounting Software	925	970	970	1,000
10-211-50362 Bookkeeping Services	3,000	1,490	2,230	3,000
10-211-50230 Bookkeeping Payroll Taxes	222	150	208	222
10-205-50451 Payroll Service	1,700	876	1,384	1,700
10-211-50452 Audit Expense	7,500	0	0	10,000
10505 Bank Charges	10	0	0	10
Total Finance	<b>18,757</b>	<b>6,186</b>	<b>8,842</b>	<b>21,332</b>
Clerical				
10-201-50106 Clerk	5,400	2,700	4,050	5,400
IT	1,000	0	0	1,000
10-205-50620 Advertising & Printing	1,500	0	0	1,500
10509 Dues & Subscriptions	550	65	65	550
10-205-50301 Office Supplies & Postage	1,500	1,451	2,152	1,500
10-205-50104 Asst to Town Mgr	0	0	0	0
10516 Town Business Expenses	500	0	0	500
Total Clerical	<b>10,450</b>	<b>4,216</b>	<b>6,267</b>	<b>10,450</b>
<b>Total Town Administration</b>	<b>154,707</b>	<b>66,008</b>	<b>94,256</b>	<b>169,282</b>
<b>Building &amp; Code Enforcement</b>				
10-215-50110 Building Permits/Inspections	1,000	0	0	1,000
10-217-50103 Plan Checker - Wages	5,400	2,400	3,600	5,400
10-203-50107 P&Z Chairperson	5,400	900	900	5,400
10-209-50230 P&Z Payroll Taxes	799	266	346	799
10546 Dog Control	0	0	0	0
10-215-50110 Municipal Enforcement	0	0	0	0
<b>Total Building &amp; Code Enforcement</b>	<b>12,599</b>	<b>3,566</b>	<b>4,846</b>	<b>12,599</b>
<b>Public Works</b>				
Buildings				
10530 1100 - Shop/Trash Maint. Labor	0	0	0	0
10-507-50512 R&M Shop	8,000	226	1,091	8,000
10-500-50520 R&M Town Hall	4,250	12	382	4,250
Total Buildings	<b>12,250</b>	<b>238</b>	<b>1,473</b>	<b>12,250</b>
Utilities				
10-500-50510 Maint. Building	5,000	109	188	5,000
10-205-50510 Town Hall	1,200	3,712	3,793	1,200
Total Utilities	<b>6,200</b>	<b>3,821</b>	<b>3,981</b>	<b>6,200</b>
Equipment				
Equipment Escrow Fund				
10-500-50501 R&M Equipment	4,500	2,943	2,943	4,500
10538 1200 Equip R&M Labor	0	0	0	0
Total Equipment	<b>4,500</b>	<b>2,943</b>	<b>2,943</b>	<b>4,500</b>
Roads				

GENERAL FUND EXPENSES  
Town of Ophir  
2025 Working Budget (11/15/2024)

EXPENSES	2024 Budget	06.30.24 Actual	09.30.24 Actual	2025 Budget
10-501-50140 Road Dept. Labor	2,000	955	955	2,000
Road Department Subcontract	8,000	8,000	8,000	8,000
10-501-50332 Street Supplies	500	0	0	500
10-501-50331 Road Maintenance Materials	8,000	9,507	9,758	8,000
Dust Control	6,000	0	0	6,000
<b>Total Roads</b>	<b>24,500</b>	<b>18,462</b>	<b>18,713</b>	<b>24,500</b>
Snow Plow Operations				
10-501-50141 Snow/Plow Payroll	2,000	1,898	1,898	2,000
10-501-50501 Snow Plow Equip Maint.	2,500	0	0	2,500
10-501-50451 Snow Plow Subcontract	12,000	7,144	7,144	12,000
Snow Removal - Other/Misc	0	0	0	0
10-501-50371 Fuel Expense-Gas/Diesel	5,000	1,307	1,319	5,000
<b>Total Snow Plow Operations</b>	<b>21,500</b>	<b>10,349</b>	<b>10,361</b>	<b>21,500</b>
Public Works				
Fire Extinguishers & Hydrants	1,000	392	392	1,000
10-500-50140 Other/Reimburse PW Labor	2,000	0	0	45,000
10-500-50230 Public Works PR Taxes	300	0	0	3,478
<b>Total Public Works</b>	<b>72,250</b>	<b>36,205</b>	<b>37,863</b>	<b>118,428</b>
<b>Miscellaneous GF 10-205-50390</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>
Air Quality Monitoring				
Cemetary Expenses	0	0	0	0
Community Email Set Up				
Defibulator				
Broadband Incentive Program				
Dust Control/Road Base	0	0	0	0
Fire Brigade / Emergency Response Equip	0	0	0	0
New vehicles - backhoe? Truck? Plow?	0	0	0	30,000
HF/WFC Water Monitoring				
Landscaping / Revegetation	0	0	0	0
Community Children/Playground Escrow Fund				
EcoAction Partnership	1,750	1,750	1,750	1,750
Avalance Control Work	0	0	0	0
Speed Control / Enforcment	500	0	0	500
Emergency Management/Labor/Materials	800	1,219	1,219	800
Weed Program	0	0	0	0
<b>10542 Total Miscellaneous GF</b>	<b>4,050</b>	<b>2,969</b>	<b>2,969</b>	<b>34,050</b>
<b>Parks &amp; Recreation</b>				
Parks & Rec Labor				
Parks & Rec - Other	0	0	0	0
<b>Total Parks &amp; Recreation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Uncategorized Expenses</b>				
Rental Exp./Asset Purchase				
Long Range Planning				
<b>TOTAL EXPENSES</b>	<b>243,606</b>	<b>108,748</b>	<b>139,934</b>	<b>334,359</b>
<b>TOTAL INCOME [General Fund Rev]</b>	<b>244,172</b>	<b>266,698</b>	<b>539,125</b>	<b>279,074</b>
<b>NET INCOME (LOSS)</b>	<b>566</b>	<b>157,950</b>	<b>399,191</b>	<b>-55,285</b>

ENTERPRISE ("Water") FUND  
Town of Ophir  
2025 Working Budget (11/15/2024)

	2024 Budget	06.30.24 Actual	09.30.24 Actual	2025 Budget
<b>Beginning Balance, January 1</b>	0	0	0	0
<b>REVENUES</b>				
60-110-40113 Water Tap Fees	15,000	0	0	15,000
60-130-40320 Water Fees Income	60,060	29,624	47,157	60,060
60-140-40450 Late fees	250	150	500	250
Grant for Lead/Copper Line Inventory	6,000	0	0	0
RREO Grant for Compost Expansion	0	1,754	1,754	0
Retained Earnings	0	0	0	0
60-130-40322 Trash Fees	14,040	6,926	11,198	14,040
60-120-40250 2.9 Mil from Debt Service	20,271	19,513	20,881	19,360
60-850-50920 2.9 Mil Debt Service associate fees & interest	-405	-384	-407	-387
<b>TOTAL REVENUES</b>	<b>115,216</b>	<b>57,583</b>	<b>81,083</b>	<b>108,323</b>
<b>EXPENDITURES</b>				
60-507-50553 Trash Expense (moved from GF 2016)	17,500	10,149	18,913	20,000
Trash, Recycle & Compost Improvement	3,500	0	0	3,500
50510 Water System Project/Water Fall Line Maint.	0	0	0	0
Bank service Charges	100	20	20	100
60-505-50450 Legal - WF	5,000	0	85	5,000
60-505-50390 Miscellaneous	1,000	0	0	1,000
Lead/Copper Line Inventory	6,000	0	0	0
Uranium Study H2O & Air Quality Monitoring	0	0	0	0
HF/SMR WS H2O Quality Monitoring	0	0	0	0
San Miguel Watershed H2O Quality Monitoring	1,000	0	0	1,000
60-505-50301 Postage & Office Expense	500	50	472	500
60-505-50534 Repairs & Maintenance	20,000	26,026	26,876	25,000
Equipment - Back up Generator	0	0	0	2,000
Training & Licensing	250	75	75	250
60-505-50511 Utilities - WF	5,500	4,222	4,306	5,500
60-505-50460 Water Testing	8,000	2,412	6,922	8,000
50403 Forest Permit Use Fee	175	0	0	175
Transfer to Capitol Fund	0	0	0	0
Compost Management	0	0	0	0
	<b>68,525</b>	<b>42,954</b>	<b>57,669</b>	<b>72,025</b>
Water Dept. Payroll				
60-505-50103 Water Dept. Salary	10,000	4,340	6,110	10,000
60-505-50104 Water Dept. Hourly	1,000	5,450	8,150	10,000
60-505-50105 Water Dept Labor Subcontract	6,500	3,113	5,288	6,500
60-505-50230 Water Dept. PR Taxes	842	801	1,087	1,530
Total Water Dept. Payroll	<b>18,342</b>	<b>13,704</b>	<b>20,635</b>	<b>28,030</b>
Other Expenses				
Annual Water Project Loan Cost	25,050	12,500	12,500	25,050
RREO Grant - Compost Expansion	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>111,917</b>	<b>69,158</b>	<b>90,804</b>	<b>125,105</b>
<b>Net Change</b>	<b>3,299</b>	<b>-11,575</b>	<b>-9,721</b>	<b>-16,782</b>

BROADBAND FUND

Town of Ophir

2025 Working Budget (11/15/2024)

	<b>2024-B Budget</b>	<b>06.30.24 Actual</b>	<b>09.30.24 Actual</b>	<b>2025 Budget</b>
<b>Beginning Balance - January 1</b>	17,000.00			12,000.00
	(if pay off loan)			
<b>Broadband - Revenue</b>				
Transfer from General Fund - mill levy	-	0	0	-
Interest		263	466	120.00
Retained Earnings	2,150.00	1203	1203	2,150.00
SIPA Broadband Grant	-			-
<b>Total Broadband Revenues</b>	<b>2,150.00</b>	<b>1,466.00</b>	<b>1,669.00</b>	<b>2,270.00</b>
<b>Broadband Expenses</b>				
Legal Fees	500.00		520	500.00
Permit Fee	350.00			350.00
Design & Construction (incl. permits)	-	868	4868	-
22-801-25210 Loan repayment	-	0	0	-
22-430-50805 Loan interest (3%?)	-	0	0	-
22-430-50301 Administrative	100.00		779	100.00
Phase II expenses ( Town Payroll)	-			-
22-430-50510 Utilities	1,200.00	598	808	1,200.00
Insurance to GF	-			-
811 Fees	-			-
Locate Services	-			-
	-			-
<b>Total Broadband Expenses</b>	<b>2,150.00</b>	<b>1,466.00</b>	<b>6,975.00</b>	<b>2,150.00</b>
<b>Net Change</b>	<b>0</b>	<b>0</b>	<b>-5,306</b>	<b>0</b>



CAPITAL PROJECTS FUND  
Town of Ophir  
2025 Working Budget (11/15/2024)

	<b><u>2022</u></b> <b><u>Budget</u></b>	<b><u>2024-B</u></b> <b><u>Budget</u></b>	06.30.24 <b><u>Actual</u></b>	09.30.24 <b><u>Actual</u></b>	<b><u>2025</u></b> <b><u>Budget</u></b>
<b>Beginning Balance - January 1</b>	128,000	256,000	256,000	256,000	286,000
<b>CPF - Water Systems Project (WSP) Rev. - beg. 2010</b>		(if payoff BB loan)			
Water Tap Fees	0	0	0	0	0
30225 DOLA Grant	0	0	0	0	0
19925 Grant Income	0	0	0	0	0
30452 Interest Income CP	0	0	4164	7887	2860
Retained Earnings (2024 transfers for matching funds)	20000	30500	30500	30500	0
Retained Earnings (COVID Grant)	23124	0	0	0	0
SMPA Renewable Energy Grant	0	0	0	0	0
Contract Mill levy @ 2.9 mills	0	0	0	0	0
30200 Miscellaneous	0	0	0	0	0
<b>Total CPF - WSP Revenues</b>	<b><u>43124</u></b>	<b><u>30500</u></b>	<b><u>34664</u></b>	<b><u>38387</u></b>	<b><u>2860</u></b>
<b>CPF - WSP Expenses</b>					
40-209-50705 Design & Construction -	0	10,000	10,006	10,006	10,000
30200 Miscellaneous	43,124	0	0	0	0
70140 Water Line Upgrades	0	20,000	0	0	20,000
30990 Grant Expenses - EF/Water System Eng.	0	0	0	0	0
<b>Total CPF - WSP Expenses</b>	<b><u>43,124</u></b>	<b><u>30,000</u></b>	<b><u>10,006</u></b>	<b><u>10,006</u></b>	<b><u>30,000</u></b>
Town Hall Exterior Bathroom Addition	0	0	0	0	0
Trash Building Improvements	0	0	0	0	0
<b>Total CPF Expenses</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
Transfer from Reserves for CPF - WSP					
CDPHE Water Project Loan					
Transfers In from General Fund	125,000	0	0	0	10,500
Transfers In from Water Fund	0	0	0	0	0
<b>Total Transfers In</b>	<b><u>125,000</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>10,500</u></b>
<b>Net Change</b>	<b><u>125,000</u></b>	<b><u>500</u></b>	<b><u>24,658</u></b>	<b><u>28,381</u></b>	<b><u>-16,640</u></b>

SPECIAL REVENUE FUNDS  
(Open Space, Lottery, PlayGround)  
Town of Ophir

OPEN SPACE FUND	2024 Budget	06.30.24 Actual	09.30.24 Actual	2025 Budget
Beginning Balance - January 1	-			283,000
<b>Open Space Fund Revenues</b>				
Proceeds from sale or loan of Property				
Allocation of RETT proceeds	2,000	3,804	14,020	2,000
20452 Interest Income OS	-	1,213	2,321	100
Retained Earning	12,000			-
Grant Proceeds	-			-
Ophir Valley Task Force	-			-
GOCO Grant	-			-
<b>Total Open Space Revenues</b>	<b>14,000</b>	<b>5,017</b>	<b>16,341</b>	<b>2,100</b>
<b>Open Space Fund Expenses</b>				
20998 OS Planning/Purchases				
21-209-50103 Administrative Expense	5,800	2,433	4,847	5,800
21-209-50390 Miscellaneous OS Expense	1,000	Hydrolic Modeling I	136	1,000
20502 Legal Fees	200			200
20900 Land Stewardship	7,000	2,928	2,928	12,000
USFS Back Country Motorized Deterrents Gates and Boulders	-			-
<b>Total Open Space Expenses</b>	<b>14,000</b>	<b>5,361</b>	<b>7,911</b>	<b>19,000</b>
<b>Other Expenses</b>				
<b>Restricted Funds</b>				
<b>Open Space Balance</b>	-	(344)	8,430	(16,900)
<b>LOTTERY FUND - GOCO/PLAYGROUND/PARKS</b>	<b>2024 Budget</b>	<b>06.30.24 Actual</b>	<b>09.30.24 Actual</b>	<b>2025 Budget</b>
Beginning Balance - January 1				14,500
<b>GOCO Revenues</b>				
20-120-40231 Lottery Trust Fund/GOCO Rev.	3,000	contingency		-
90402 Interest Income Playground	2,000	2,115	2,619	3,000
<b>Total Parks Revenues</b>	<b>5,000</b>	<b>2,321</b>	<b>3,015</b>	<b>3,145</b>
<b>GOCO Parks &amp; Rec. Expenditures</b>				
30700 Parks & Rec.	3,000	skate park	1,140	3,000
Landscaping/Revegetation	500			500
Community Green House				
Weed Management	-			-
Playground Improvements	1,500			1,500
30701 0700 Parks & Rec. Labor (Payroll to GF)	-			-
<b>Total Expenditures</b>	<b>5,000</b>	-	<b>1,140</b>	<b>5,000</b>
<b>Parks Balance</b>	-	2,321	1,875	(1,855)