



COLUMBINE KNOLLS RECREATION DISTRICT

Agenda January 7, 2026

The board meeting will be held at the district office 6191 W Plymouth Dr. at 7:30pm

- A. Call to Order
- B. Additions to Agenda
- C. Approval of Minutes
- D. Public Comment
- E. Correspondence:
- F. Board Reports

Andrew Garver: Projects/Bids

Matt Hale: Any/Financials

Matt Bussmann: Parks/Playgrounds

Sara: Regulations/Compliance

Ashley Kennedy: Any

Paul Rufien: Attorney

- G. Financial Report
- H. Directors Report
- I. Unfinished Business

a.

- J. New Business

a. Set meeting dates for 2026

- K. Announcements:

a. Next meeting January 21, 2026, at 7:30pm

- L. Adjournment:



COLUMBINE KNOLLS RECREATION DISTRICT

Directors Report
January 7, 2026

Financial Report:

Checking:	\$165,120
FBO CKST:	\$631.00
CTF:	\$69,922
Colorado Trust:	\$233,707

1. Parks

- a. Snow removal.
- b. Sidewalks repaired at Marker Park near tennis shelter
- c. Graffiti removal Marker Park
- d. Removed damaged windscreens, salvaged ones we could from windstorm.

2. Administrative

- a. CSD Payroll Audit for Workman's comp
- b. CDLE reporting completed
 - i. Q4 Unemployment Insurance
 - ii. 2025 Seasonal Status
- c. 2026 Budget filed with DOLA
- d. Division Of Oil & Gas
 - i. 2026 Slide application
- e. Transparency notice updated
- f. Account Reconciliation
- g. Summer scheduling meeting with Cara and Jordyn
- h. Took time off for the holidays



COLUMBINE KNOLLS RECREATION DISTRICT



6191 W. PLYMOUTH DRIVE, LITTLETON, CO 80128
(303) 979-5120 kwallace@ckrd.org
www.ckrd.org

December 17, 2025

1. CALL TO ORDER

Meeting was called to order 7:33pm

LOCATION: 6191 W. Plymouth Drive, Littleton, CO 80128

ROLL CALL

- i. Board Members Present In person:
 1. Matt Bussmann – In person
 2. Matt Hale – In person
 3. Andrew Garver – In person
 4. Sara Heald – In person
 5. Ashley Kennedy – In person
- ii. CKRD STAFF:
 1. Kathy Wallace – In person
- iii. Attorney:
 1. Paul Rufien – Not in Attendance

2. AGENDA ADDITIONS: No additions

3. APPROVAL OF MINUTES: Andrew motioned to approve as submitted and Sara second the minutes. Minutes are approved.

4. PUBLIC COMMENT: No Comments or additional attendance.

5. CORRESPONDENCE: We received the last Jeffco distribution for the year.

6. REPORTS: Board Members

1. **Andrew:** (Projects/Bids): Nothing to report
2. **Matt:** (Any/Financials): Discussed another layer of epoxy of playgrounds.
3. **Matt:** (Parks/Playgrounds): Nothing to report
4. **Sara:** (Regulation/Compliance): Nothing to report
5. **Ashley:** (Any Topic): Nothing to report

Financial Report: Financials are on track and will finish ahead of revenues and below budget on expenses. Net income will finish above budget.

Director's Report: See Exhibit A below



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Unfinished Business

- a. Purchasing policy – we will continue to evaluate the expenses over the year and set a policy in 2026.
- b. Sign corrected budget documents

New Business

- a. 2026 Pool fees

ANNOUNCEMENTS:

- a. *Office closed 12/24-12/26, 12/31-1/2*
- b. *Next meeting January 7th.*

9. **ADJOURNMENT:** *The regular meeting adjourned at 9:05pm*

Respectfully submitted by: Matt Hale



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Exhibit A

Financial Report:

Checking: \$202,841

FBO CKST: \$630.00

CTF: \$69,767

Colorado Trust: \$233,707

1. Parks

a. First snow of winter. Completed snow removal.

b. 2 windscreens damaged at Marker Park from wind. Will replace them next year.

2. Administrative

a. Out of Office December 8-12

b. Certified 2026 Mill Levy with Jefferson County

c. Certified 2026 Conservation Trust Fund (CTF) to continue receiving funds from the Colorado Lottery.

d. Partnered with HRCA to teach lifeguard training classes this spring at no cost

Columbine Knolls Recreation District
Profit & Loss Budget vs. Actual
January through December 2025

Cash Basis

	<u>Jan - Dec 25</u>	<u>Budget</u>
Income		
4000 · PROPERTY TAXES	521,262.08	521,042.00
4010 · OWNERSHIP TAXES	35,217.03	31,000.00
4021 · DAILY FEES	47,560.50	46,000.00
4023 · SWIM LESSONS	40,955.00	37,000.00
4024 · SWIM TEAM	34,159.22	28,000.00
4029 · RETAIL CONCESSION	17,666.66	17,900.00
4031 · TENNIS MEMBERSHIPS	2,765.00	3,000.00
4032 · TENNIS FACILITY USE	5,167.90	2,000.00
4038 · PUNCH CARD PASS	12,114.00	9,000.00
4039 · POOL MEMBERSHIPS	39,395.00	47,000.00
4040 · COMBINED POOL & TENNIS MEMBERSH	5,000.00	8,000.00
4080 · FACILITY USE	39,030.00	39,000.00
4090 · PRIVATE PARTIES	14,205.00	12,500.00
4350 · LOTTERY FUNDS	17,272.06	18,700.00
4400 · INTEREST INCOME	11,821.41	1,000.00
4450 · OTHER INCOME	4,523.27	1,600.00
4625 · JR TEAM TENNIS	4,625.00	10,000.00
4630 · ADULT TENNIS LEAGUE FEES	4,400.00	6,700.00
Total Income	<u>857,139.13</u>	<u>839,442.00</u>
Gross Profit	857,139.13	839,442.00
Expense		
5000 · TREASURY FEES	7,814.76	8,500.00
5003 · PROFESSIONAL SERVICES	13,662.53	14,800.00
5025 · CREDIT CARD FEES	13,152.03	12,700.00
5050 · OFFICE SUPPLIES	8,223.02	9,800.00
5051 · POSTAGE	0.00	85.00
5100 · INSURANCE	22,111.00	23,000.00
5200 · MISCELLANEOUS	5,326.52	6,000.00
5250 · RETAIL CONCESSIONS	17,294.99	17,500.00
5304 · POOL MAINTENANCE	17,480.25	17,600.00
5304A · POOL CHEMICALS	15,339.00	15,200.00
5304B · POOL EQUIPMENT	7,761.53	9,000.00
5305 · CK SWIM TEAM	30,124.15	25,600.00
5403 · TENNIS TEAM'	4,123.10	11,400.00
5405 · TENNIS SUPPLY MAINTENANCE	12,166.19	13,000.00
6000 · PARK REPAIR	9,404.45	9,000.00
6001 · PARK MAINT/CREW	48,666.00	52,000.00
6003 · PARK SUPPLY/MAINTENANCE	10,072.74	9,500.00

	<u>Jan - Dec 25</u>	<u>Budget</u>
6004 · PARK UTILITIES/CK	10,022.47	8,500.00
6005 · PARK UTILITIES/MP	38,166.56	39,000.00
6100 · TRAINING	3,985.21	4,000.00
6101 · BUILDING SUPPLY/MAINT	5,750.19	7,000.00
6102 · BUILDING UTILITIES	29,345.51	30,500.00
6300 · DIRECTORS FEES	4,025.00	5,250.00
6400 · BANK SERVICE CHARGE	253.14	250.00
6401 · SERVICE CHG FBO	264.06	450.00
6550 · CAPITAL/BLDG/POOL COURTS	109,443.38	115,000.00
6552 · CAPITAL PARK DEVELOPMENT	0.00	0.00
6600 · PAYROLL EXPENSE	343,505.71	306,600.00
6666 · CEBT Benefits	27,667.44	27,618.00
66900 · Reconciliation Discrepancies	0.00	0.00
Total Expense	<u>815,150.93</u>	<u>798,853.00</u>
Net Income	<u><u>41,988.20</u></u>	<u><u>40,589.00</u></u>