Taks by Category for Colorado Special District Managers

Governance & Compliance

1. **Board Meeting Preparation & Attendance:** Preparing agendas, packets, resolutions, and attending monthly board meetings
2. **Annual Audit Coordination:** Working with auditors for required annual financial audits
3. **Special District Association (SDA) Reporting:** Filing annual reports with Colorado SDA and maintaining currents filings
4. **Transparency Notice Filings:** Posting required notices on Special District transparency website
5. **Annual Report to DOLA:** preparing and submitting annual reports to Department of Local Affairs
6. **Special Meeting Coordination:** Emergency or special board meetings for time-sensitive matters
7. **Policy and Procedures Manual Updates:** Maintaining district policies, bylaws, and operational procedures
8. **Meeting Minutes Preparation:** Drafting, reviewing, and recording official board meeting minutes

Financial Management

1. **Budget Preparation & Adoption:** Creating annual budgets and appropriations per Colorado Local Government Budget Law
2. **Mill Levy Certification:** Calculating and certifying property tax levies with County Assessors by December 15th
3. **Accounts Payables Processing:** Reviewing and approving vendor payments, utility bills, service invoices
4. **Financial Reporting:** Monthly financial reports, cash flow analysis, and investment tracking
5. **Grant Application & Administrative:** Pursuing DOLA grants, CWCB grants, GOCO grants, or federal funding
6. **Debt Service Management:** Bond Payments scheduling, trustee coordination, and debt compliance reporting
7. **Investment Management:** Coordinating Colotrust or other state-approved investment vehicles
8. **Rate Study Coordination:** Conducting water, sewer, or service fee analysis and rate adjustments

9. **Revenue Tracking & Forecasting:** Monitoring property tax collections, fees, and assessments
10. **Capital Improvements Plan (CIP) Budgeting:** Multi-year infrastructure planning and funding strategies

Operations and Administrative

1. **Contract Negotiation & Management:** Water service agreements with providers
2. **Insurance & Risk Management:** Coordinating coverage through Colorado Special District Property & Liability Pool (CSDPLP)
3. **Capital Project Management:** Overseeing infrastructure projects like park improvements, detention pond maintenance
4. **Developer Coordination:** Public improvement agreements, acceptance of improvements
5. **Intergovernmental Coordination:** IGA negotiations with counties, cities, and other districts for service delivery
6. **Facility & Asset Management:** Parks, open space, water/sewer infrastructure inspections and maintenance scheduling
7. **Emergency Response Coordination:** Natural disasters, and emergency service delivery
8. **Vendor & Consultant Selection:** RFP process for engineers, attorneys, auditors and service providers
9. **Technology & Records Management:** Website maintenance, digital records systems

Legal & Regulatory

1. **CORA Requests:** Processing Colorado Open Records Act requests and maintaining document retention schedules
2. **Election Coordination:** Coordination with legal counsel for director elections, call for nominations, and ballot questions
3. **Legal Counsel Coordination:** Working with legal counsel on resolutions, ordinances, and legal matters
4. **Title & Easement Review:** In coordination with legal counsel
5. **Covenant Enforcement:** Architectural review, design guidelines enforcement
6. **Public Notice Requirements:** Ensuring compliance with public notice requirements

Community & Communication

1. **Website Content Facilitation:** Maintaining district website with meeting notices, budgets, and contact information and ADA compliance
2. **Community Newsletter Preparation:** communications on district activities
3. **Property Owner Inquiries:** Responding to resident questions about services, fees, and district operations
4. **Title Company Inquiries:** Working with Title company on status letters, transfer fees and questions
5. **Public Hearing Coordination:** Rate increase hearings, budget hearings, elections, etc.