

THREE LAKES WATER AND SANITATION DISTRICT

2018 BUDGET DOCUMENTS



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**THREE LAKES WATER AND SANITATION DISTRICT
1111 COUNTY ROAD 48
GRAND LAKE, COLORADO 80447**

**YEAR 2018
BUDGET MESSAGE**

The District is a Colorado special district, located in the northeastern portion of Grand County, Colorado, immediately west of the Front Range of the Rocky Mountains. The area is within a two and one-half hour drive from Denver.

The “three lakes” (Grand, Shadow Mountain and Granby) situated in the mountain-bordered basin of the north fork of the Colorado River are the major attractions of the area. Grand Lake is a natural lake formed by glaciations while the other two lakes were created by the Colorado Big Thompson water diversion project built by the U.S. Bureau of Reclamation in the late 1940's. The northeast border of the Three Lakes region is formed by Rocky Mountain National Park. The area immediately surrounding the Three Lakes is designated the Shadow Mountain National Recreational Area, which is managed for recreational purposes by the National Park Service. The actual boundaries of the District contain 59.25 square miles more or less, including water surface areas.

Recognizing the tremendous value of this area to the State of Colorado and the nation, and further recognizing the appeal of the area to vacationers, recreationists, developers of tourist facilities and builders of seasonal homes, the General Assembly of the State of Colorado, in 1971, passed Senate Bill No. 317, the "Three Lakes Water and Sanitation District Act". In May 1977 Article 10 was amended to subject the District to the provisions of the "Special District Act", Article 1, in order to simplify the governance of the District.

The District's Master Plan was approved by the Grand County Board of County Commissioners on March 5, 1973 to design, build, operate and maintain a regional system consisting of sewage collection, transmission and treatment.

In 1982 the District completed construction of a 1.3 MGD lagoon treatment system through a grant obtained from the United States Environmental Protection Agency, as well as its own funds. Added to this system were the sanitation systems acquired from Grand Lake Water and Sanitation District and Columbine Lake Water and Sanitation District, which would continue to service those areas respectively.

Facing more stringent discharge limits and the lagoon treatment system approaching its design capacity, in May 2000 voters within the District approved a debt increase of \$6.5 million for the purpose of building a new wastewater treatment plant. On January 2, 2001 the Grand County Board of County Commissioners approved an Amended 1041 Permit, for a 2.0 MGD sequencing batch reactor (SBR) activated sludge wastewater treatment plant. The new plant began operation in March 2003.

Many sewer main extensions have taken place since original construction and the District presently has approximately 115 lift stations it maintains, including three major “regional” lift stations.

In 2007-2008 one of three of the original Regional Lift Stations, the Grand Lake Lift Station, was replaced at just over a million dollars in cost. All of this cost was paid with District monies.

In 2014 the Colorado Water Resources and Power Development Authority authorized a \$2,000,000 loan and, together with a grant of \$1,000,000 from the Energy and Mineral Impact Assistance Program, the District was able to renovate the two remaining Regional Lift Stations, Shadow Mountain Lift Station and Stillwater Lift Station - a major benefit to the overall health and safety of the employees and residents as well as visitors of the District.

IMPORTANT FEATURES OF THE BUDGET

The District will complete the replacement of two development Lift Stations in 2017 at a cost of over \$1,450,000.00. Rehabilitation work on sewer mains and lift stations will continue to be a focus far into the future, as the aging of District infrastructure demands it.

BUDGETARY BASIS OF ACCOUNTING

Enterprise fund accounting is utilized in accordance with generally accepted accounting principles for water and sanitation districts. The enterprise funds account for operations that are financed and operated in a manner in which the intent of the District is that the cost of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges. Accordingly, the accrual basis of accounting is utilized.

SERVICES OF THE DISTRICT

The Three Lakes Water and Sanitation District furnishes a sanitary sewer service to its customers within the boundaries of the District. The District is presently servicing 3,025 residential and 142 commercial properties.

The District does not provide a water service, although it has entered into an intergovernmental agreement with the following entities for operation, maintenance, and administration of their water facilities: Columbine Lake Water District, North Shore Water District, and Grand Lake Metropolitan Recreation District.

**THREE LAKES WATER AND SANITATION DISTRICT
RESOLUTION NO. 2017-12-1**

RESOLUTION TO ADOPT BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE THREE LAKES WATER AND SANITATION DISTRICT, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2018 AND ENDING ON THE LAST DAY OF DECEMBER, 2018.

WHEREAS, the Board of Directors of the Three Lakes Water and Sanitation District has appointed Sally J. Blea to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Sally J. Blea has submitted a proposed budget to this governing body on October 9, 2017, for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 13, 2017 and a final hearing was held on December 11, 2017 and interested taxpayers were given the opportunity to file or register any objections to said budget; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE THREE LAKES WATER AND SANITATION DISTRICT, COLORADO:

Section 1. That estimated expenditures from each fund are as follows:

Enterprise Fund:	\$ 3,072,857.00
Enterprise Reserve Fund:	\$.00
Government General Fund:	\$ 312,458.00
Government Reserve Fund:	\$.00
Debt Service Fund	\$ 525,428.00

Funds Not Appropriated:

Enterprise Fund	\$ 345,201.00
Enterprise Reserve Fund	\$ 1,796,043.00
Government General Fund	\$ 183,307.00
Government Reserve Fund	\$ 10,000.00
Debt Service Fund	\$ 179,826.00
TOTAL EXPENDITURES AND FUNDS NOT APPROPRIATED	\$ 6,425,120.00

Section 2. That estimated revenues in each fund are as follows:

Beginning Fund Balance Enterprise Fund	\$1,194,086 .00
Revenue to be received, Enterprise Fund	\$ 2,223,972.00
Beginning Fund Balance Enterprise Reserve Fund	\$ 1,344,843.00
Revenue to be received, transfer from Enterprise Fund	\$ 451,200.00
Beginning Fund Balance Government General Fund	\$ 231,457.00
Revenue to be received, Government General Fund	\$ 264,308.00
Beginning Fund Balance Government Reserve Fund	\$ 10,000.00
Beginning Fund Balance Debt Service Fund	\$ 204,936.00
Revenue to be received, Debt Service Fund	\$ 500,318.00
TOTAL BEGINNING FUNDS AND REVENUE	\$ 6,425,120.00

Section 3. That the budget as submitted, amended, and hereinabove summarized by fund, hereby is approved and adopted as the budget of the Three Lakes Water and Sanitation District for the year stated above.


Section 4. That the budget hereby approved and adopted shall be signed by the Acting Chairperson of the Board and made a part of the public records of the District.

ADOPTED this 11th day of December 2017.

THREE LAKES WATER AND SANITATION DISTRICT

By: 
Pat Farmer, Vice Chairperson
Board of Directors

ATTEST:

By: 
Julie Gasner, Secretary/Treasurer
Board of Directors

**THREE LAKES WATER AND SANITATION DISTRICT
RESOLUTION NO. 2017-12-2**

RESOLUTION TO APPROPRIATE SUM OF MONEY

A RESOLUTION APPROPRIATING A SUM OF MONEY FROM THE VARIOUS FUNDS, IN THE AMOUNT AND FOR THE PURPOSES AS SET FORTH BELOW, FOR THE THREE LAKES WATER AND SANITATION DISTRICT, COLORADO, FOR THE 2018 BUDGET YEAR.

WHEREAS, the Board of Directors have adopted the annual budget in accordance with the Local Government Budget Law, on December 11, 2017; and

WHEREAS, the Board of Directors have made the provisions therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said Budget; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the Budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE THREE LAKES WATER AND SANITATION DISTRICT, COLORADO:

Section 1. That the total of the following sum is appropriated from the revenue of each fund, for purposes stated:

Enterprise Fund:

Overhead - Administrative Expenses	\$ 247,765.00
Overhead – Operations Expenses	\$ 1,609,949.00
Operating Expenses	\$ 70,000.00
Capital Outlay	\$ 370,000.00
DOLA Loan Payment	\$ 123,943.00
Contingency	\$ 200,000.00
Transfer to Reserve Fund	<u>\$ 451,200.00</u>
SUBTOTAL:	\$ 3,072,857.00

Enterprise Reserve Fund: .00

Government General Fund

Operating Expenses	\$ 300,798.00
County Treasurer Fees	<u>\$ 11,660.00</u>
SUBTOTAL:	\$ 312,458.00

Government Reserve Fund: .00

Debt Service Fund:

GO Bond Payment

\$ 500,412.00

County Treasurer Fees

\$ 25,016.00

SUBTOTAL:

\$ 527,729.00

TOTAL APPROPRIATION:

\$3,595,407.00

ADOPTED this 11th day of December, 2017

ATTEST:

By: Julie Gasner
Julie Gasner, Secretary/Treasurer
Board of Directors

THREE LAKES WATER AND SANITATION
DISTRICT

By: Pat Farmer
Pat Farmer, Vice Chairperson
Board of Directors

**THREE LAKES WATER AND SANITATION DISTRICT
RESOLUTION NO. 2017-12-3**

RESOLUTION TO SET MILL LEVIES

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2017, TO HELP DEFRAID THE COSTS OF GOVERNMENT FOR THE THREE LAKES WATER AND SANITATION DISTRICT, COLORADO, FOR THE 2018 BUDGET YEAR.

WHEREAS, the Board of Directors of the Three Lakes Water and Sanitation District, has adopted the annual budget in accordance with the Local Government Budget Law, on December 11, 2017; and

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$233,208.00; and

WHEREAS, the amount of money necessary to balance the budget for bonds and interest is \$500,412.00; and

WHEREAS, the assessed valuation for taxable year 2017 for the Three Lakes Water and Sanitation District as certified by the County Assessor is \$141,253,090.00.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE THREE LAKES WATER AND SANITATION DISTRICT, COLORADO:


Section 1. That for the purpose of meeting all general operating expenses of the Three Lakes Water and Sanitation District during the 2018 budget year, there is hereby levied a tax of 1.651 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2017.

Section 3. That for the purposes of meeting all bonds and interest of the District during the 2018 budget year, there is hereby levied a tax of 3.542 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2017.

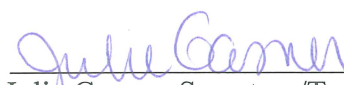
Section 4. That the Chairperson of the Board of Directors is hereby authorized and directed to immediately certify to the County Commissioners of Grand County, Colorado, the mill levies for the Three Lakes Water and Sanitation District as hereinabove determined and set.

ADOPTED this 11th day of December, 2017.

THREE LAKES WATER AND SANITATION DISTRICT

By: 
Pat Farmer, Vice Chairperson
Board of Directors

ATTEST:

By: 
Julie Gasner, Secretary/Treasurer
Board of Directors

**THREE LAKES WATER AND SANITATION DISTRICT
GOVERNMENT GENERAL FUND
APPROVED 2018 BUDGET**

	Actuals 2016	Estimated 2017	Approved Budget 2018
BEGINNING FUND BALANCE	\$ 251,660.00	\$ 263,453.00	\$ 231,457.00
REVENUE			
Ad-valorem Tax: Administration	\$ 226,406.65	\$ 226,431.00	\$ 233,208.00
Specific Ownership Tax	\$ 43,159.88	\$ 47,598.00	\$ 30,000.00
Delinquent Tax	\$ 1,772.71	\$ 1,646.00	\$ 1,000.00
Delinquent Interest	\$ (368.03)	\$ (16.00)	\$ 100.00
BEGINNING FUNDS & REVENUE REC'D	\$ 522,631.21	\$ 539,112.00	\$ 495,765.00
OPERATING EXPENSES			
County Treasurer Fees	\$ 11,342.62	\$ 11,347.00	\$ 11,660.00
Payroll	\$ 172,169.17	\$ 200,019.00	\$ 179,996.00
Unemployment Taxes	\$ 510.28	\$ 614.00	\$ 540.00
Contract Wages - Sally Blea	\$ -	\$ -	\$ 6,000.00
Car Allowance	\$ 3,437.09	\$ 3,421.00	\$ 1,000.00
Consultant - PR	\$ -	\$ -	\$ 15,000.00
Dental Insurance	\$ 2,549.80	\$ 3,430.00	\$ 4,945.00
Disability Insurance	\$ 1,605.65	\$ 1,767.00	\$ 1,626.00
Health Insurance	\$ 40,023.39	\$ 52,895.00	\$ 56,920.00
Miscellaneous	\$ 222.50	\$ 2,727.00	\$ 2,500.00
Office Supplies	\$ 1,796.69	\$ 6,500.00	\$ 6,500.00
Retirement Plan - ICMA 401	\$ 12,071.71	\$ 10,162.00	\$ 12,314.00
Retirement Plan - ICMA 457	\$ 13,214.36	\$ 14,773.00	\$ 13,457.00
TOTAL OPERATING EXPENSES	\$ 258,943.26	\$ 307,655.00	\$ 312,458.00
ENDING FUND BALANCE	\$ 263,687.95	\$ 231,457.00	\$ 183,307.00

GOVERNMENT GENERAL FUND – REVIEW OF LINE ITEMS

REVENUES:

Ad-Valorem Tax – Administration: Tax monies used for administration of the District

Specific Ownership Tax, Delinquent Tax, and Delinquent Interest: Monies collected by the Grand County Treasurer and disbursed to taxing entities

OPERATING EXPENSES:

County Treasurer Fees: Fees charged by the County Treasurer to each taxing entity for services provided to collect and disburse tax monies – the fee is 5% of that collected.

Payroll: Based on normal 40-hour workweek for Receptionist, Bookkeeper and salaried District Manager, plus minimal overtime for hourly wages, and includes longevity bonuses. Includes Blea salary monies to be paid in January final paycheck and consultant fees thru June, 2018. Also includes taxes paid on said payroll.

Unemployment Tax: Based on estimated gross wages at a tax rate of .0030.

Contract Wages: Contract wages for former District Manager Sally Blea to act as a consultant for 6 months.

Car Allowance: Mileage reimbursement for use of personal vehicle at the IRS rate.

Consultant – PR: The District may hire a consultant to help with public relations matters.

Dental Insurance: Dental Insurance for Administrative employees. District pays 80% of premium, employee pays 20% of premium.

Disability Insurance: Short Term and Long Term Disability Insurance for Administrative employees thru the Special District Association Insurance Pool.

Health Insurance: Coverage presently through Special District Association Insurance Pool for our Administrative staff.

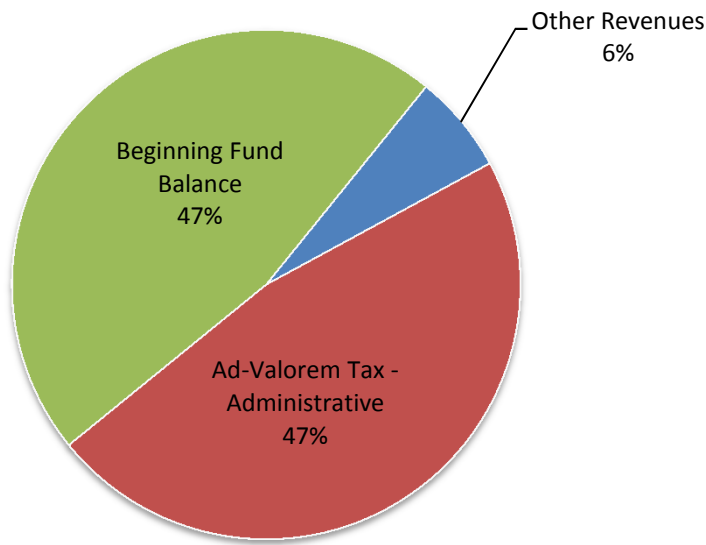
Miscellaneous: Any expenses not expected, not budgeted

Office Supplies: Coffee server supplies, general office items. Budget number increase is due to anticipated purchase of new Postage Machine

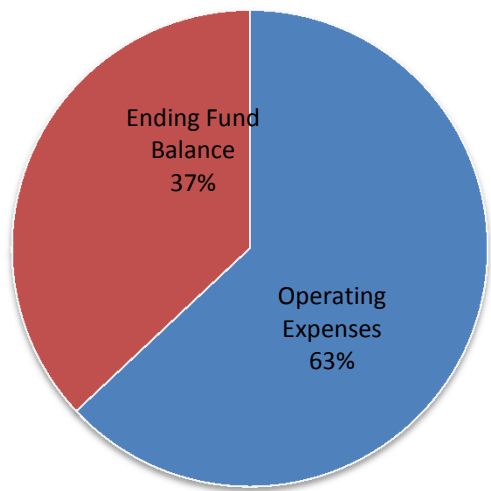
Retirement Plan (ICMA 401 Money Purchase Plan): The District contributes 7% of gross wages monthly to this Plan. This is an “Employer” contribution only plan and includes an Employee Vesting Schedule. Also includes Annual Plan Fees to administer the Plan.

Retirement Plan - ICMA 457 (Deferred Compensation Plan): The District contributes 7.65% of gross salary to this plan. The District does not pay into Social Security – this Plan is a required replacement for it.

Government General Fund Revenue Budgeted



Government Sewer Fund Expenditures Budgeted



**THREE LAKES WATER AND SANITATION DISTRICT
GOVERNMENT RESERVE FUND
APPROVED 2018 BUDGET**

	Actuals 2016	Estimated 2017	Approved Budget 2018
BEGINNING FUND BALANCE	10,000.00	10,000.00	10,000.00
Transfer from Government Gen'l Fund	0.00	0.00	0.00
TOTAL BEGINNING FUNDS AND REVENUE RECEIVED	10,000.00	10,000.00	10,000.00
EXPENDITURES			
Transfer from Enterprise Gen'l Fund	0.00	0.00	0.00
ENDING FUND BALANCE	10,000.00	10,000.00	10,000.00

THREE LAKES WATER AND SANITATION DISTRICT

ENTERPRISE FUND

APPROVED 2018 BUDGET

	Actuals 2016	Estimated 2017	Approved Budget 2018
BEGINNING FUND BALANCE	\$ 1,580,390.28	\$ 1,714,463.00	\$ 1,194,086.00
REVENUE AND OTHER FINANCING SOURCES			
OPERATING Revenue			
User Charges & Interest	\$ 1,621,415.98	\$ 1,640,836.00	\$ 1,619,713.00
Lab Revenue	\$ 20,000.00	\$ 21,722.00	\$ 15,000.00
Columbine Lake Water District IGA	\$ 59,268.90	\$ 62,447.00	\$ 62,845.00
Grand Lake Metro Recreation Dist IGA	\$ 1,056.00	\$ 1,152.00	\$ 1,188.00
North Shore Water District IGA	\$ 17,329.59	\$ 18,494.00	\$ 18,576.00
Miscellaneous Revenue	\$ 26,646.81	\$ 8,076.00	\$ 10,000.00
NON-OPERATING Revenue			
Interest Earned	\$ 18,119.97	\$ 23,638.00	\$ 10,000.00
Modular/Condo Rental	\$ 14,400.00	\$ 14,400.00	\$ 25,200.00
Tap Fees/Promissory Note Pmts	\$ 135,350.00	\$ 317,537.00	\$ 451,200.00
Line Exts, Reimbursement of Costs	\$ -	\$ 36,560.00	\$ 10,000.00
Connection Permits	\$ 825.00	\$ 1,025.00	\$ 250.00
LOANS AND GRANTS			
CWR&PDA - Loan	\$ 223,678.72	\$ 573,631.00	\$0.00
DOLA - Grant	\$ 65,373.86	\$0.00	\$0.00
TOTAL BEGINNING FUNDS-REVENUE AND OTHER FINANCING SOURCES	\$ 3,783,855.11	\$ 4,433,981.00	\$ 3,418,058.00

Actuals
2016

Estimated
2017

Approved
Budget 2018

OVERHEAD EXPENSES

Administrative

Auditor Services	\$ 10,250.00	\$ 10,325.00	\$ 12,500.00
Accountant Services	\$0.00	\$0.00	\$ 4,500.00
Bank Charges - ACH Service	\$ 1,846.21	\$ 2,229.00	\$ 2,500.00
Business Insurance	\$ 61,860.50	\$ 53,266.00	\$ 55,929.00
Computers/Related Equipment/IT	\$ 3,253.65	\$ 2,338.00	\$ 14,324.00
Condo Utilities/Maintenance	\$ 1,309.91	\$ 1,780.00	\$ 3,000.00
Consultant - Rate Study	\$0.00	\$0.00	\$ 30,000.00
Director Fees/Expenses	\$ 11,011.88	\$ 11,509.00	\$ 14,040.00
Dues/Seminars	\$ 1,771.14	\$ 1,517.00	\$ 5,000.00
Election Expense	\$ 38.73	\$0.00	\$ 4,000.00
Equipment/Maintenance Agreements	\$ 28,485.19	\$ 6,434.00	\$ 5,814.00
Legal Services	\$ 65,397.33	\$ 38,778.00	\$ 50,000.00
Modular Utilities	\$ 917.93	\$ (1,559.00)	\$ 3,000.00
Modular Maintenance	\$ 95.96	\$0.00	\$ 5,000.00
Postage/Box Rent	\$ 5,909.26	\$ 6,052.00	\$ 5,100.00
Printing & Publications	\$ 1,718.05	\$ 4,472.00	\$ 3,430.00
Property Repair & Maintenance	\$ 431.25	\$ 1,675.00	\$ 5,000.00
Recording Fees - Grand County	\$0.00	\$0.00	\$ 250.00
Repair & Maintenance	\$ 5,213.27	\$ 7,855.00	\$ 7,900.00
Telephone/Internet	\$ 4,139.15	\$ 5,325.00	\$ 5,440.00
Utilities - Administration Building	\$ 6,389.98	\$ 8,706.00	\$ 9,038.00
Water Rights	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Total Overhead - Administrative	\$ 212,039.39	\$ 162,702.00	\$ 247,765.00

Operations

	Actuals 2016	Estimated 2017	Approved Budget 2018
Payroll	\$ 283,487.24	\$ 287,127.00	\$ 289,425.00
Unemployment Tax	\$ 852.93	\$ 1,148.00	\$ 868.00
Cell Phone	\$ 1,234.61	\$ 1,105.00	\$ 1,500.00
Computers/Related Equipment	\$ 10,208.95	\$ 22,783.00	\$ 29,230.00
Copper Compliance - Engineering	\$ 0.00	\$ 65,000.00	\$ 380,336.00
Dental Insurance	\$ 4,498.00	\$ 3,800.00	\$ 5,625.00
Disability Insurance	\$ 2,795.32	\$ 2,638.00	\$ 2,801.00
Dues/Training/Publications	\$ 2,139.27	\$ 2,218.00	\$ 5,000.00
Engineering - General	\$ 4,891.33	\$ 55,757.00	\$ 20,000.00
Equipment Repairs/Maintenance	\$ 2,633.40	\$ 4,724.00	\$ 5,000.00
Facilities Plan Update	\$ 0.00	\$ 20,000.00	\$ 10,000.00
Fuel	\$ 10,329.86	\$ 12,002.00	\$ 20,000.00
Health/Life Insurance	\$ 72,063.80	\$ 65,976.00	\$ 69,623.00
Locates - Utility Notification Center	\$ 1,187.45	\$ 1,216.00	\$ 1,500.00
Miscellaneous	\$ 414.47	\$ 918.00	\$ 1,000.00
Northern Colorado Nutrient Removal	\$ 0.00	\$ (2,076.00)	\$ 0.00
Office Supplies	\$ 305.92	\$ 12.00	\$ 1,000.00
Permits & Licenses	\$ 6,868.58	\$ 6,316.00	\$ 10,000.00
Retirement Plan - ICMA 401	\$ 18,597.88	\$ 14,974.00	\$ 20,260.00
Radio/Telemetry Maintenance	\$ 206.87	\$ 0.00	\$ 5,000.00
Retirement Plan - 457 Deferred Comp	\$ 21,856.35	\$ 22,312.00	\$ 22,141.00
SCADA Software & Equipment Lease	\$ 8,655.00	\$ 16,464.00	\$ 242,340.00
Shop Supplies	\$ 1,227.00	\$ 3,636.00	\$ 4,000.00
System Repair & Maintenance	\$ 57,851.10	\$ 19,174.00	\$ 100,000.00
Tools	\$ 3,367.40	\$ 1,640.00	\$ 5,000.00
Treatment Plant - Chemicals	\$ 9,315.00	\$ 4,140.00	\$ 10,000.00
Treatment Plant - Repair & Maintenance	\$ 35,196.81	\$ 46,398.00	\$ 90,000.00
Treatment Plant - Telephone	\$ 2,045.11	\$ 2,094.00	\$ 2,200.00
Treatment Plant - Utilities	\$ 135,923.40	\$ 148,004.00	\$ 155,400.00
Truck Repair & Maintenance	\$ 3,283.57	\$ 5,390.00	\$ 7,000.00
Uniform Expense	\$ 613.52	\$ 1,129.00	\$ 2,000.00
Utilities - Lift Stations	\$ 82,207.58	\$ 83,813.00	\$ 88,000.00
Utilities - 2 garages	\$ 2,178.19	\$ 2,421.00	\$ 2,500.00
Valves	\$ (97.25)	\$ (669.00)	\$ 1,200.00
TOTAL Overhead - Operations	\$ 786,338.66	\$ 921,584.00	\$ 1,609,949.00

**Actuals
2016**

**Estimated
2017**

**Approved
Budget 2018**

OPERATING EXPENSES

Lab - Drinking Water
Treatment Plant - Lab
Treatment Plant - Sludge Hauling

TOTAL Operating Expenses

\$ 7,595.00	\$ 6,439.00	\$ 10,000.00
\$ 22,775.70	\$ 21,955.00	\$ 30,000.00
\$ 15,188.79	\$ 23,402.00	\$ 30,000.00
\$ 45,559.49	\$ 51,796.00	\$ 70,000.00

CAPITAL Outlay

Hotsy Pressure Washer
Lift Station Replacement/Pine Beach
Lift Station Replacement/Col Lake #1
System Improvements
Hillside Addn/Wild Acres Line Ext.
Lakeridge Subd. Lift Station - Replace
Truck

TOTAL Capital Outlay

\$0.00	\$ 9,000.00	\$0.00
\$ 70,012.43	\$ 767,561.00	\$ 20,000.00
\$ 57,547.43	\$ 517,382.00	\$ 100,000.00
\$ 69,185.05	\$ 238,788.00	\$ 250,000.00
\$ 212,417.67	\$0.00	\$0.00
\$ 8,885.00	\$ 129,602.00	\$0.00
\$ 35,935.00	\$0.00	\$0.00
\$ 453,982.58	\$ 1,662,333.00	\$ 370,000.00

TOTAL EXPENDITURES

\$ 1,497,920.12	\$ 2,798,415.00	\$ 2,297,714.00
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DOLA Loan Payment
Contingency
Transfer to Reserve Fund

\$0.00	\$ 123,943.00	\$ 123,943.00
\$0.00	\$0.00	\$ 200,000.00
\$0.00	\$ 317,537.00	\$ 451,200.00

ENDING FUND BALANCE

\$ 2,285,934.99	\$ 1,194,086.00	\$ 345,201.00
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ENTERPRISE GENERAL FUND – REVIEW OF LINE ITEMS

REVENUES

User Charges and Interest: Fees charged to customers for providing service. Fees are charged quarterly. The District presently charges \$93.00 per quarter per single family equivalent (sfe).

Lab Revenue: The District is “State certified” in the Lab to perform microbiology analysis for Total Coliforms. We provide this service to the public and charge \$20.00 per test.

Columbine Lake Water District IGA, North Shore Water District IGA, and Grand Lake Metropolitan Recreation District IGA: We provide operation and administration services to all of these entities except Grand Lake Metropolitan Recreation District, which we only provide an operation service. We charge monthly fees for this service. Site monitoring via our telemetry system, is also charged to these entities dependent on the number of sites we monitor.

Miscellaneous Revenue: Any unanticipated revenues – Mountain Parks Electric dividends are included here.

Interest Earned: Interest received on investments.

Modular/Condo Rental Income: The District owns a house in the Sun Valley Subdivision and a condominium in Grand Lake town, from which rental fees are derived.

Tap Fees/Promissory Note Payments: Tap fees are \$9,400 per sfe. We have budgeted for 10 new taps.

Line Extensions, reimbursement of costs: Budgeted for reimbursement of shared line extension costs for Hillside Addition to Pine Beach and Lakeridge Subdivision projects

Connection Permits: Permits authorize a tap connection to the District’s sewer main, which District personnel inspect. The fee for each Permit is \$25.00.

OVERHEAD EXPENSES - ADMINISTRATIVE

Auditor Services: Dan Cudahy of McMahan and Associates will provide Audit services for the year 2017.

Accountant Services: The District hired a local accountant to help the Bookkeeper to close out the accounting records for year 2017 to prepare for Audit

Bank Charges – ACH: Fees the Bank charges for servicing our ACH Program to allow customers to pay quarterly user fee charges by automatic withdrawal.

Business Insurance: Property & Liability, Auto and Workmen's Compensation Insurance thru the Special District Association Insurance Pool.

Computers/Related Equipment/IT: Computer related hardware/software and support.

Condo Utilities/Maintenance: This number represents an estimate if the condo were not rented. It is rented at this time and a portion of the rental fees offset this expense. This Line Item includes HOA dues. An increase in the rent will apply effective the Board will consider an increase in the rent which may result in an increase in this Budget Line Item.

Consultant Rate Study: The District will hire a consultant to perform a Rate Study analysis

Director Fees/Expenses: includes Board attendance fees, annual Board appreciation dinner, annual SDA conference expenses, and any other Director fees incurred while doing business on behalf of the District.

Dues/Seminars: Annual SDA dues, and any seminars attended by administrative staff. An increase is due to new Administration attending seminars.

Election Expense: The District will have a Board of Director Election in May, 2018

Equipment/Maintenance Agreements: Burglar alarm service agreement, mobile pump repair and maintenance agreement, maintenance and repair of three trailer mounted generators and four small generators, locators recalibrations, fire extinguisher maintenance, plant copier maintenance, and repair parts.

Legal Services: Attorney fees for general legal matters.

Modular Utilities: Electric and propane costs of the modular owned by the District. Rental payment revenue offsets this expense while rented. This line item represents costs to the District as if it were not rented. The Board will consider an increase in the rent which may result in an increase in this Budget Line Item.

Modular Maintenance: General upkeep of the modular owned by the District. The Board will consider an increase in the rent which may result in an increase in this Budget Line Item.

Postage/Box Rent: Self explanatory.

Printing & Publications: Newsletters, magazines, newspaper publications, and checking account supplies.

Property Repair & Maintenance: includes funds for carpeting in the Conference Room

Repair & Maintenance: Trash removal, janitorial services, kitchen supplies, cleaning supplies and miscellaneous repair.

Recording Fees: Fees paid to the County to record documents. Fees produced by customer requests are reimbursed by customer.

Telephone/Internet: Self explanatory.

Utilities - Administration Building: Self explanatory.

Water Rights: Yearly administration fees - Middle Park Water Conservancy District.

OVERHEAD EXPENSES - OPERATING

Payroll Expense: Includes payroll for licensed operators and labor positions in the Operations Department. Also includes longevity bonuses, certification bonuses. Includes payroll taxes.

Unemployment Taxes: Based on estimated gross wages at a tax rate of .0030.

Cell Phone: Cell phone charges by Verizon. Columbine Lake Water District and North Shore Water District share in these costs for monitoring of their systems as well.

Computers/Related Equipment: Computer related hardware/software; software support, Blue Door GIS consulting-mapping maintenance contract, Holly Wood Computer consulting-maintenance contract, and Browns/Hill Engineering contract.

Copper Compliance – Engineering: Kennedy/Jenks Consultants will perform this work for the District. The District is under a mandate to meet a certain copper limit at the sewer plant

Dental Insurance: Coverage for Operations' employees only. District pays 80% of premium. Employee pays 20% of premium.

Disability Insurance: Short Term and Long Term Disability Insurance for Operation employees thru the Special District Association Insurance Pool.

Dues, Training, & Publications: Dues to various associations such as Northwest Colorado Council of Governments, American Water Works Association and Grand County Water Information Network; storage tank registrations, operation seminars and on-site training, employment ads and magazine publications.

Engineering - General: Engineering that will be required on smaller projects not budgeted individually.

Equipment Repair & Maintenance: Burglar alarm service agreement, mobile pump repair and maintenance, maintenance and repair of three trailer mounted generators and four small generators, locators recalibration; fire extinguisher maintenance, plant copier maintenance; repair parts.

Facilities Plan Update: Kennedy/Jenks Consultants will work with the District to update its 2010 Facilities Plan

Fuel: For all vehicles and equipment, and including three generators and the plant generator.

Health/Life Insurance: Coverage presently through Special District Association Insurance Pool for our Operations staff.

Locates – Utility Notification Center: Service fees paid to the UNC, plus paint and flags associated with locate work.

Miscellaneous: Unanticipated expenditures.

Northern Colorado Nutrient Removal: Also this line is does not contain a Budget amount, we will continue to provide Northern with engineering information as requested, with a reimbursement of costs by Northern

Office Supplies: General office and shop items for operations department (calendars, notebooks, binders, etc.).

Permits & Licenses: NPDES Discharge Permit fees, Biosolids Permit Fee, Wastewater Permit Fee, vehicle and snowmobile registrations, Oil and Gas Permit fees; Radio License.

Retirement Plan ICMA 401 (Money Purchase Plan): The District contributes 7% of gross wages monthly to this Plan. This is an “Employer” contribution only plan and includes an Employee Vesting Schedule. Also includes Annual Plan Fees to administer the Plan.

Radio/Telemetry Maintenance: Self explanatory.

Retirement Plan - ICMA 457 (Deferred Compensation Plan): The District contributes 7.65% of gross salary to this plan. This line item number represents the District’s contribution as well as employees’ contributions.

SCADA Software & Equipment Lease: The District leases special equipment for monitoring its lift stations from Browns Hill Engineering

Shop Supplies: Materials for repair and maintenance in field.

System Repair and Maintenance: Self explanatory.

Tools: Smaller shop type tools as may be needed.

Treatment Plant – Chemicals: Purchase of polymer.

Treatment Plant Repair and Maintenance: Probe maintenance; replacement of UV bulbs; trash service; janitorial services; cleaning and bathroom supplies; misc. maintenance supplies to run plant.

Treatment Plant - Telephone: Self explanatory.

Treatment Plant – Utilities: Self explanatory.

Truck Repair & Maintenance: Self explanatory.

Uniform Expense: Clothing allowance per existing policy.

Utilities – Lift Stations: Self explanatory.

Utilities – 2 garages (one located at Sewer Plant and one located at Administration Office): Self explanatory.

Valves: Purchase of disconnect/reconnect/backflow preventer valves. Revenue from the sale of the valves to the public, shall offset this line item.

OPERATING EXPENSES- OTHER

Lab – Drinking Water: Expenses and supplies associated with lab work at Administrative office. Includes State required certification testing of products we use via kits we purchase; Microbiology Certification Fees; certification tests using special lab bottles purchased; thermometer certification/calibration. We charge fees for lab testing that offsets some of our expenses.

Treatment Plant - Lab: Quarterly wet testing; annual Quality Control testing at Lab; supplies and general maintenance. Calibration of equipment.

Treatment Plant – Sludge Hauling: The District contracts with Parker Ag for hauling of waste from plant.

CAPITAL OUTLAY

Lift Station Replacement/Beach: Clean-up work that may be required to perform in the spring

Lift Station Replacement/Columbine Lake #1: Clean-up work that may be required in the spring

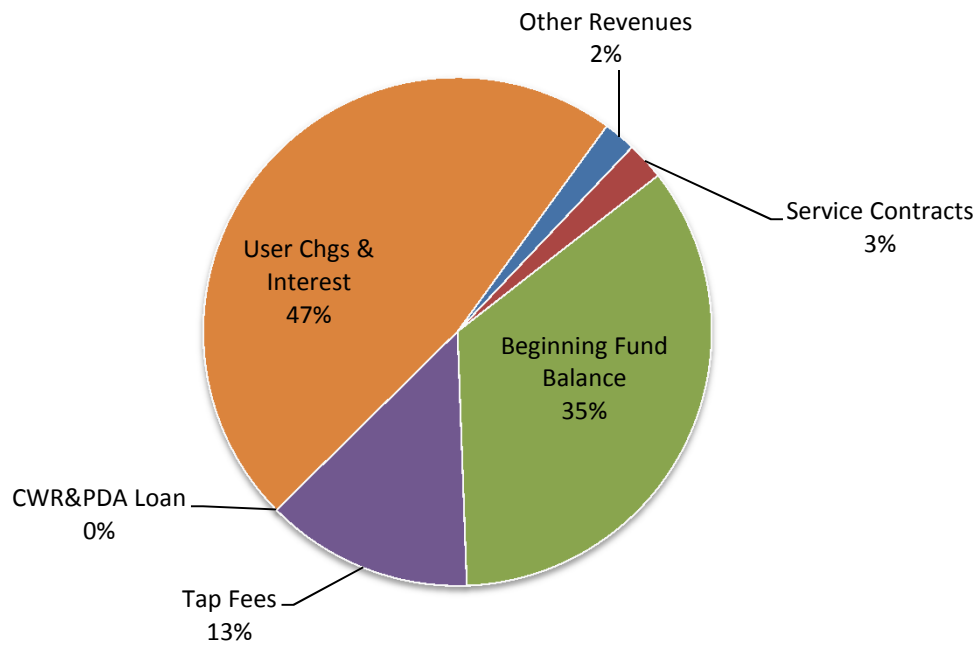
System Improvements: No specific projects are planned but small lift station replacement projects costing \$5,000 or more will be posted to this line item.

DOLA Loan Payment: This payment is principal and interest for a loan obtained through the Colorado Water Resources and Power Development Authority program

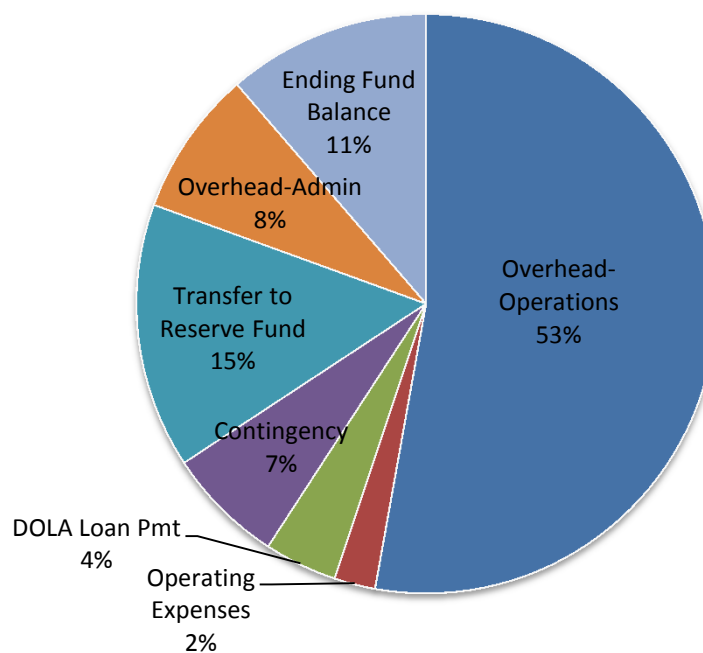
Contingency: Unexpected expenditures.

Transfer to Enterprise Reserve Fund: this number is the tap fees received

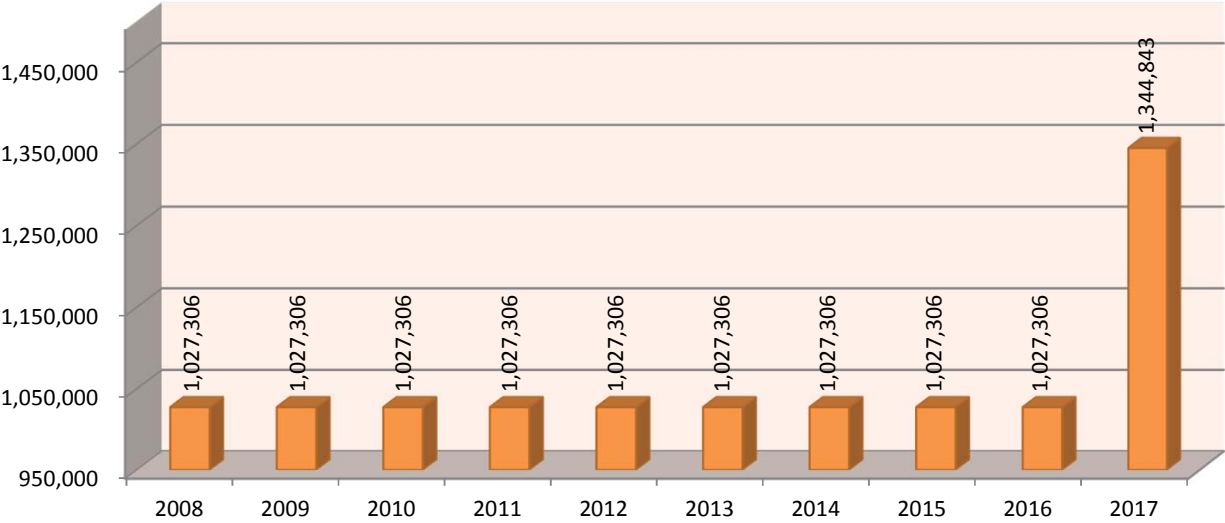
Enterprise Sewer Fund Revenue



Enterprise Sewer Fund Expenditures



Enterprise Reserve Fund



THREE LAKES WATER AND SANITATION DISTRICT
ENTERPRISE RESERVE FUND
APPROVED 2018 BUDGET

	Actuals 2016	Estimated 2017	Approved Budget 2018
BEGINNING FUND BALANCE	\$1,027,306.00	\$1,027,306.00	\$1,344,843.00
EXPENDITURES			
Transfer from Enterprise Fund	0.00	\$317,537.00	\$451,200.00
ENDING FUND BALANCE	\$1,027,306.00	\$1,344,843.00	\$1,796,043.00

**THREE LAKES WATER AND SANITATION DISTRICT
DEBT SERVICE FUND
APPROVED 2018 BUDGET**

	Actuals 2016	Estimated 2017	Approved Budget 2018
BEGINNING FUND BALANCE	\$ 249,807.00	\$ 229,475.00	\$ 204,936.00
REVENUE			
Ad-valorem Tax: Bond	\$ 520,421.00	\$ 502,234.00	\$ 500,318.00
BEGINNING FUNDS & REVENUE REC'D	\$ 770,228.00	\$ 731,709.00	\$ 705,254.00
EXPENDITURES			
GO Bond Payment	\$ 514,683.00	\$ 501,605.00	\$ 500,412.00
County Treasurer Fees	\$ 26,070.00	\$ 25,168.00	\$ 25,016.00
TOTAL OPERATING EXPENSES	\$ 540,753.00	\$ 526,773.00	\$ 525,428.00
ENDING FUND BALANCE	\$ 229,475.00	\$ 204,936.00	\$ 179,826.00

FINANCIAL OBLIGATIONS/GOVERNMENT BOND

	Principal Balance	Payments Due	Payments Due	Payments Due	Principal Balance
	12/31/2017	in 2018	in 2019	in 2020	12/31/2020
Colorado Water Resources & Power Development Authority	947,268	500,412	502,980	0	-0-
Payments include interest - Final Payment: 08/01/2019					

FINANCIAL OBLIGATIONS/REVENUE BOND

	Principal Balance	Payments Due	Payments Due	Payments Due	Principal Balance
	12/31/2017	in 2018	in 2019	in 2020	12/31/2020
Colorado Water Resources & Power Development Authority	1,822,485	123,943	123,943	123,943	1,553,357
Payments include interest - Final Payment: 05/1/2035					



CERTIFICATE OF TAX LEVIES

To: The Board of County Commissioners
County of Grand, State of Colorado

Gentlemen:

For the year 2017, the Board of Directors of the Three Lakes Water and Sanitation District hereby certifies a total levy of 5.193 to be extended by you upon the total assessed valuation of \$141,253,090.

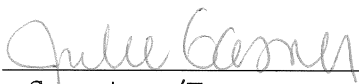
The levies and revenues are for the following purposes:

	<u>Mill Levy</u>	<u>Revenue</u>
Bonds and Interest:	3.542	\$500,318.00
General Operating:	<u>1.651</u>	<u>\$233,208.00</u>
TOTAL:	5.193	\$733,526.00

General Obligation (Limited Tax) Sewer Bonds:

Series: Colorado Water Resources and Power Development Authority
Clean Water Revenue Bonds 2000 Series A
Date of Issue: May 15, 2000
Coupon Rate: 4.642%
Maturity Date: August 1, 2019
Revenue: \$6,498,576

Contact Person: Sally J. Blea
Daytime Phone: (970) 627-3544

Signed: 
Secretary/Treasurer
Board of Directors

Date: December 11, 2017

cc: Division of Local Government

Final Certification of Values

Name of Jurisdiction: THREE LAKES WATER & SAN

New District:

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATIONS (5.5% LIMIT) ONLY

In accordance with 39-5-121(2)(a) and 39-5-128(1), C.R.S. The total Assessed Valuations for taxable year 2017
In **Grand County** On 11/28/2017 Are:

Previous Year's Net Total Assessed Valuation:	\$137,217,840
Current Year's Gross Total Assessed Valuation:	\$141,253,090
(-) Less TIF district increment, if any:	\$0
Current Year's Net Total Assessed Valuation:	\$141,253,090
New Construction*:	\$859,360
Increased Production of Producing Mines**:	\$0
ANNEXATIONS/INCLUSIONS:	\$0
Previously Exempt Federal Property**:	\$0
New Primary Oil or Gas production from any Oil and Gas leasehold or land (29-1-301(1)(b) C.R.S.)***:	\$0
Taxes Received last year on omitted property as of August 1 (29-1-301(1)(a) C.R.S.) Includes all revenue collected on valuation not previously certified.	\$0.00
Taxes Abated or Refunded as of August 1 (39-10-114(1)(a)(I)(B) C.R.S.):	\$9.67

This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec. 20(8)(b), Colo. Constitution

* New Construction is defined as: Taxable real property structures and the personal property connected with the structure.

** Jurisdiction must submit a certification to the Division of Local Government in order for a value to be accrued (DLG52 & 52A)

*** Jurisdiction must submit an application to the Division of Local Government in order for a value to be accrued. (DLG 52B)

USE FOR 'TABOR' LOCAL GROWTH CALCULATIONS ONLY

In accordance with the Art. X, Sec. 20, Colorado Constitution and 39-5-121(2)(b), C.R.S. The Actual Valuations for the taxable year 2017
In **Grand County** On 11/28/2017 Are:

Current Year's Total Actual Value of All Real Property*:	\$1,528,718,890
ADDITIONS TO TAXABLE REAL PROPERTY: Construction of taxable real property improvements**:	\$11,723,480
ANNEXATIONS/INCLUSIONS:	\$0
Increased Mining Production***:	\$0
Previously exempt property:	\$34,620
Oil or Gas production from a new well:	\$0
Taxable real property omitted from the previous year's tax warrant. (Only the most current year value can be reported):	\$0
DELETIONS FROM TAXABLE REAL PROPERTY IMPROVEMENTS: Destruction of taxable property improvements.	\$0
Disconnections/Exclusions:	\$0
Previously Taxable Property:	(\$49,580)

* This includes the actual value of all taxable real property plus the actual value of religious, private schools, and charitable real property.

** Construction is defined as newly constructed taxable real property structures.

*** Includes production from a new mine and increase in production of a producing mine.

NOTE: All levies must be certified to the Board of County Commissioners no later than December 15,