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## AGENDA

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### REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS

*HELD at 1111 GCR 48 and REMOTELY\**

THREE LAKES WATER AND SANITATION DISTRICT

TUESDAY, AUGUST 13, 2024 – 6:30 PM

***\*Join the meeting from your computer, tablet or smartphone at  
<https://global.gotomeeting.com/join/644196661>  
or dial in using your phone at 1 (877) 568-4106 Access Code: 644-196-661***

1. Call to Order: Chairman Reed
2. Comments by the Chair
3. Introductions of Public Present
4. Acceptance of Minutes: July 9, 2024 Meeting Minutes
5. Matters Before the Board
  - a. Consideration of Fourth Addendums to Columbine Lake Water District and North Shore Water District Intergovernmental Agreements
  - b. Resolution 2024-8-1 Opposition of Initiatives 50 & 108
  - c. Discussion: Cyber security
  - d. Consideration of entering into lease with Pitney Bowes for new mail machine to meet USPS IMI Compliance
  - e. Resolution 2024-8-2 Amending the Rules and Regulations of the District
  - f. Discussion: PR firm research
  - g. Consideration of engagement of NCR Voyix for payment processing services
  - h. Discussion: 2024 rate study
6. Public Comment

*This time is reserved for members of the public to make a presentation to the Board on items or issues that are not scheduled on the agenda. Each member will be given three minutes time. The Board will not discuss/debate those items, nor will the Board make any decisions on items presented during this time. Rather, the Board will refer the items to staff for follow-up.*
7. Financial Reports:
  - a. Motion for approval of Check List for the month of July 2024
  - b. Acceptance of Financial Statements for the month of July 2024
8. Matters for Discussion as Brought Forth by Board Members
9. Superintendent Report
10. District Manager Report



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## RECORD OF PROCEEDINGS

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### REGULAR MEETING OF THE BOARD OF DIRECTORS THREE LAKES WATER AND SANITATION DISTRICT TUESDAY, JULY 9, 2024 6:30 PM

1. **CALL TO ORDER**

A regular meeting of the Board of Directors was called to order by Chairman Reed, at 6:31 p.m. The meeting was held remotely.

Directors Present: Matt Reed – Chairman  
Scott Huff – Secretary/Treasurer  
Stephanie Conners – Director  
Mark Gibson – Director

Staff Present: Katie Nicholls – District Manager  
Mike Gibboni – Superintendent

By **MOTION**, second, and unanimous vote the Board excused Vice Chairman Mike Golden from the meeting.

2. **COMMENTS BY THE CHAIRMAN**

Chairman Reed thanked the public for attending.

3. **INTRODUCTIONS OF PUBLIC PRESENT**

Katie Ellis, Ken Lund, Sharon Illsley, Geoff Garner, and Rebecca Fine. Also present were Bob Orsatti – Orsatti Water Consultants, Michael Whelan – Anchor QEA, and Matt Miller – McMahan & Associates.

4. **ACCEPTANCE OF MINUTES**

By **MOTION**, second, and unanimous vote the June 10, 2024 Meeting Minutes were approved as presented.

5. **MATTERS BEFORE THE BOARD**

a. **McMahan & Associates: 2023 Presentation**

Matt Miller, McMahan & Associates, presented the 2023 audit. He noted that District had a clean, unmodified, audit. The net position increased by \$500,000 with depreciation included, and \$1.1 million without depreciation. The District has a \$6.4 million fund balance and spends between \$1.6 - \$1.7 million annually. Two journal entries were made one to accrue a payable received after year-end and another related to inventory. A brief discussion ensued regarding asset inventory and industry standards related to useful life.

b. **Motion to approve 2023 audit**

By **MOTION**, second, and unanimous vote the Board approved the 2023 audit.

c. **Discussion and staff direction related to engineering firm**

District Manager Nicholls stated that Bob Orsatti is no longer with the engineering firm Anchor QEA and the Board must make a decision and direct Staff accordingly. She stated that Anchor QEA and Mr. Orsatti are proposing that Anchor QEA remain the engineer and they subcontract work out to Mr. Orsatti's company Orsatti Water Consultants. She further noted that due to the earmark money any change of engineer would be subject to federal procurement guidelines and bidding requirements. Michael Whelan, Anchor QEA, and Bob Orsatti, Orsatti Water Consultants, outlined their proposal noting it will cause the least impact upon the District. A discussion ensued regarding in-kind donations related to the septic to sewer conversion project, and involvement in the community. By **MOTION**, and second the Board approved continuing to retain Anchor QEA as the District Engineer with work being subcontracted out to Orsatti Water Consultants. Director Gibson abstained.

Bob Orsatti, Orsatti Water Consultants, on behalf of Anchor QEA provided a brief summary on the septic to sewer conversion project summary - completed, office drainage project - completed, and Grand Lake wastewater assessment project – report to be delivered end of next week.

6. **PUBLIC COMMENT**

Geoff Garner, a member of the Conflict Resolution Team Committee with Columbine Lake Water District, presented a staff thank you card for District Staff signed by 200+ Columbine Lake residents.

7. **FINANCIAL REPORTS**

By **MOTION**, second, and unanimous vote the checklist for the month of June 2024 was approved. The financial documents for June were reviewed, and accepted as presented.

8. **MATTERS OF DISCUSSION AS BROUGHT FORTH BY BOARD MEMBERS**

Chairman Reed thanked Staff for their hard work over the busy holiday weekend.

9. **SUPERINTENDENT REPORT**

Superintendent Gibboni presented the Superintendent report. He noted that flows were 50% over normal for the holiday and that they are still down 1/3 of their treatment while they are waiting for pump repairs. He also noted that there is a broken main at Gala lift station. Chairman Reed noted that a gate and fencing were going to be put up by the Town around Beach lift station. A discussion ensued regarding flows at the Beach lift station, toilet paper products and access.

10. **DISTRICT MANAGER REPORT**

District Manager Nicholls presented the District Manager report. A brief discussion ensued regarding use of a PR firm for the septic to sewer conversion project. The Board had a consensus to have staff look further into the matter.

With no further business before the Board, the meeting was adjourned at 7:54 p.m.

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Katie Nicholls, Reporting Secretary

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Scott Huff, Secretary/Treasurer

## **FOURTH ADDENDUM TO INTERGOVERNMENTAL AGREEMENT**

### **THREE LAKES WATER AND SANITATION DISTRICT/COLUMBINE LAKE WATER AND SANITATION DISTRICT**

THIS FOURTH ADDENDUM TO INTERGOVERNMENTAL AGREEMENT (“Fourth Addendum”) is made and entered into this 19th day of August, 2024 by and between THREE LAKES WATER AND SANITATION DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado (“Three Lakes District”), and COLUMBINE LAKE WATER AND SANITATION DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado (“Columbine Lake District”). The Three Lakes District and the Columbine Lake District may be referred to herein individually as a “Party” and collectively as the “Parties.”

#### **RECITALS**

WHEREAS, the Parties entered into that certain Intergovernmental Agreement Three Lakes Water and Sanitation District/Columbine Lake Water and Sanitation District dated January 1, 1994 (“IGA”), for Three Lakes District to operate the Columbine Lake District water system on the terms and conditions set forth therein; and

WHEREAS, the Parties entered into that certain Second Addendum to Intergovernmental Agreement Dated January 1, 1994, dated October 15, 2007 to amend the insurance requirements of the IGA; and

WHEREAS, the Parties entered into that Third Addendum to Intergovernmental Agreement Three Lakes Water and Sanitation District/Columbine Lake Water and Sanitation District dated May 15, 2023 (“Third Addendum”) to establish a fee schedule for the services set forth in the IGA; and

WHEREAS, Three Lakes District has determined that the current IGA fee schedule amounts do not cover the cost of administrative work conducted by Three Lakes District on behalf of Columbine Lake District; and

WHEREAS, Exhibit B to the IGA fails to comprehensively reflect the current services provided by Three lakes District to Columbine Lake District; and

WHEREAS, due to resource constraints, Three Lakes District must set forth a task priority system; and

WHEREAS, the Parties desire to amend the IGA to establish a new fee schedule, update the description of services, and establish a task priority system as set forth herein.

## **AGREEMENT**

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the following:

1. Fee Schedule. The Fee Schedule set forth in Exhibit A to the Third Addendum is hereby deleted and replaced with Exhibit A-1 attached hereto and incorporated herein by this reference, which shall become effective January 1, 2025. Any fees not contained in Exhibit A-1 shall be charged at the cost set forth in Exhibit B to the Three Lakes Rules and Regulations, as amended from time to time. Any and all fee schedules approved by the Parties prior to January 1, 2025 concerning this IGA are hereby rescinded.
2. Scope of Services. Exhibit A and Exhibit B set forth in the IGA are hereby deleted and replaced with Exhibit B-1 attached hereto and incorporated by this reference, which shall become effective August 19, 2024. Exhibit B-1 shall set forth the scope of work for services provided to Columbine Lake District by Three Lakes District.
3. Priority System. Three Lakes District, in its sole discretion, shall have the authority to designate the priority level of any Columbine Lake District tasks or projects not identified in Exhibit B-1.
4. Complete Agreement. The IGA as modified by this Fourth Addendum constitutes the Parties' entire agreement regarding the subject matter thereof. No oral or written modification of this Fourth Addendum shall be effective unless embodied in a written document signed by both Parties.
5. No Further Amendment. Except as expressly amended hereby, the IGA and each of the provisions contained therein shall remain in full force and effect.

***[Signature Page Follows]***

**IN WITNESS WHEREOF**, the parties have executed this Fourth Addendum on the date set forth above.

**THREE LAKES WATER AND  
SANITATION DISTRICT**, a quasi-  
municipal corporation and political subdivision  
of the State of Colorado

By: \_\_\_\_\_  
Katie Nicholls, District Manager

**COLUMBINE LAKE WATER DISTRICT**,  
a quasi-municipal corporation and political  
subdivision of the State of Colorado

By: \_\_\_\_\_  
Mike Golden, President

**EXHIBIT A-1**

FEE SCHEDULE

1. Performance of duties as Operator of Record for the Water System	\$[AMOUNT]
2. Performance of Administrative Duties	\$[AMOUNT]
3. SCADA System & Monitoring	\$[AMOUNT]
4. Fee for duties performed over and above those described in Exhibit B-2	\$65.00  (Per hour, per employee)

For services not set forth above, service costs which are established in the Standard Fee Schedule set forth in Exhibit B to the Three Lakes Rules and Regulations, as amended from time to time, shall be paid at the rate set forth therein.



## **EXHIBIT B-1**

### **SCOPE OF SERVICES**

1. Three Lakes District shall serve as Columbine Lake District Operator of Record for Water System Duties. Operator of Record duties shall be limited to the following:
  - a. Water treatment and distribution licensing.
  - b. Water sampling, paperwork, and reporting as required by applicable law.
  - c. Site checks to Well House, Spring House and Water Tank three times per week.
  - d. On-call operator.
  - e. Plowing, locates, weeds, and other related general maintenance to ensure access to Columbine Lake District facilities.
  - f. Coordination with Grand Lake Fire Protection District for hydrant testing and flushing as required by applicable law.
2. Three Lakes District shall furnish the following Administrative Duties to Columbine Lake District:
  - a. Annual billing for user fees and emergency pool fund.
  - b. Accounts receivable and accounts payable related to collection of user fees and other established fees established within the rules and regulations of Columbine Lake Water District and processing of all payables due.
  - c. Financials, agenda, packet, and meeting minutes preparation for monthly Board of Directors meetings.
  - d. Staff attendance to the extent necessary to address applicable matters at monthly board meetings.
  - e. Website maintenance and postings.
  - f. Fixture count inspections.
  - g. Work with accountant and auditors for annual audit/audit exemption.
  - h. Annual budget preparation.
  - i. Record keeping and general file maintenance.
  - j. General correspondence with constituents.
  - k. Pursuant to direction from the Columbine Lake District Board of Directors, coordinate with legal counsel concerning legal matters.
  - l. Coordinate with general counsel, water attorney, and water engineers related to applicable water rights renewal and issues.
  - m. Coordinate with District insurer annually and as necessary for claims and other insurance-related needs.
  - n. Managerial tasks necessary to meet state statute requirements for the following:
    - i. Transparency Notice.

- ii. Certification of Accounts.
    - iii. Budgeting and Appropriations.
    - iv. District Boundary Map.
    - v. Mill Levy Certification.
  - o. Regular election preparation and administration. Except that, unless agreed upon in writing by both Parties, Three Lakes District shall not (a) serve as the designated election official for any Columbine Lake District election; or (b) furnish any services for special elections (including but not limited to preparation and administration).
3. Three Lakes District shall furnish the following SCADA System & Monitoring services to Columbine Lake District:
- a. Monitoring, alarming and controls for Well House, Spring House, and Water Tank. Three Lakes District shall notify Columbine Lake District when upgrades to the SCADA system are necessary. In addition to and separate from the costs and fees set forth in the IGA, Columbine Lake District shall be solely responsible for the cost of such upgrades to the SCADA System applicable to the Well House, Spring House, and Water Tank. Columbine Lake District must maintain up to date SCADA System and Monitoring hardware and software.

## **FOURTH ADDENDUM TO INTERGOVERNMENTAL AGREEMENT**

### **THREE LAKES WATER AND SANITATION DISTRICT/NORTH SHORE WATER AND SANITATION DISTRICT**

THIS FOURTH ADDENDUM TO INTERGOVERNMENTAL AGREEMENT (“Fourth Addendum”) is made and entered into this 21st day of August, 2024 by and between THREE LAKES WATER AND SANITATION DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado (“Three Lakes District”), and NORTH SHORE WATER AND SANITATION DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado (“North Shore District”). The Three Lakes District and the North Shore District may be referred to herein individually as a “Party” and collectively as the “Parties.”

#### **RECITALS**

WHEREAS, the Parties entered into that certain Intergovernmental Agreement Three Lakes Water and Sanitation District/North Shore Water and Sanitation District dated September 16, 1996 (“IGA”), for Three Lakes District to operate the North Shore District water system on the terms and conditions set forth therein; and

WHEREAS, the Parties entered into that certain Addendum to Intergovernmental Agreement Dated September 16, 1996, dated December 13, 2004 to amend the services to be performed and associated fees; and

WHEREAS, the Parties entered into that certain Second Addendum to Intergovernmental Agreement Dated September 16, 1996, dated October 2, 2007 to amend the insurance requirements set forth in the IGA; and

WHEREAS, the Parties entered into that Third Addendum to Intergovernmental Agreement Dated September 16, 1996, dated December 12, 2018, to amend the review period and fee schedule contained in the IGA; and

WHEREAS, Three Lakes District has determined that the current IGA fee schedule amounts do not cover the cost of administrative work conducted by Three Lakes District on behalf of North Shore District; and

WHEREAS, Exhibit A to the IGA fails to comprehensively reflect the current services provided by Three lakes District to North Shore District; and

WHEREAS, due to resource constraints, Three Lakes District must set forth a task priority system; and

WHEREAS, the Parties desire to amend the IGA to establish a new fee schedule, update the description of services, and establish a task priority system as set forth herein.

### **AGREEMENT**

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the following:

1. Scope of Services. Exhibit A is hereby deleted and replaced with Exhibit A-1 attached hereto and incorporated by this reference, which shall become effective August 21, 2024. Exhibit A-1 shall set forth the scope of work for services provided to North Shore District by Three Lakes District.
2. Fee Schedule. The Fee Schedule set forth in Exhibit B is hereby deleted and replaced with Exhibit B-1 attached hereto and incorporated herein by this reference, which shall become effective January 1, 2025. Any fees not contained in Exhibit B-1 shall be charged at the cost set forth in Exhibit B to the Three Lakes Rules and Regulations, as amended from time to time. Any and all fee schedules approved by the Parties prior to January 1, 2025 concerning this IGA are hereby rescinded.
3. Priority System. Three Lakes District, in its sole discretion, shall have the authority to designate the priority level of any North Shore District tasks or projects not identified in Exhibit A-1 of the IGA.
4. Complete Agreement. The IGA as modified by this Fourth Addendum constitutes the Parties' entire agreement regarding the subject matter thereof. No oral or written modification of this Fourth Addendum shall be effective unless embodied in a written document signed by both Parties.
5. No Further Amendment. Except as expressly amended hereby, the IGA and each of the provisions contained therein shall remain in full force and effect.

***[Signature Page Follows]***

**IN WITNESS WHEREOF**, the parties have executed this Fourth Addendum on the date set forth above.

**THREE LAKES WATER AND  
SANITATION DISTRICT**, a quasi-  
municipal corporation and political subdivision  
of the State of Colorado

By: \_\_\_\_\_  
Katie Nicholls, District Manager

**NORTH SHORE WATER DISTRICT**, a  
quasi-municipal corporation and political  
subdivision of the State of Colorado

By: \_\_\_\_\_  
Kevin Manship, President

## **EXHIBIT A-1**

### **SCOPE OF SERVICES**

1. Three Lakes District shall serve as North Shore District Operator of Record for Water System Duties. Operator of Record duties shall be limited to the following:
  - a. Water treatment and distribution licensing.
  - b. Water sampling, paperwork, and reporting as required by applicable law.
  - c. Site checks to Spring House three times per week.
  - d. On-call operator.
  - e. Plowing, locates, weeds, and other related general maintenance to ensure access to North Shore District facilities.
  - f. Coordination with Grand Lake Fire Protection District for hydrant testing and flushing as required by applicable law.
2. Three Lakes District shall furnish the following Administrative Duties to North Shore District:
  - a. Quarterly billing for user fees.
  - b. Accounts receivable and accounts payable related to collection of user fees and other established fees established within the rules and regulations of North Shore Water District and processing of all payables due.
  - c. Financials, agenda, packet, and meeting minutes preparation for monthly Board of Directors meetings.
  - d. Staff attendance to the extent necessary to address applicable matters at monthly board meetings.
  - e. Website maintenance and postings.
  - f. Work with accountant and auditors for annual audit/audit exemption.
  - g. Annual budget preparation.
  - h. Record keeping and general file maintenance.
  - i. General correspondence with constituents.
  - j. Pursuant to direction from the North Shore District Board of Directors, coordinate with legal counsel concerning legal matters.
  - k. Coordinate with general counsel, water attorney, and water engineers related to applicable water rights renewal and issues.
  - l. Coordinate with District insurer annually and as necessary for claims and other insurance-related needs.
  - m. Managerial tasks necessary to meet state statute requirements for the following:
    - i. Transparency Notice.
    - ii. Certification of Accounts.
    - iii. Budgeting and Appropriations.

- iv. District Boundary Map.
    - v. Mill Levy Certification.
  - n. Regular election preparation and administration. Except that, unless agreed upon in writing by both Parties, Three Lakes District shall not (a) serve as the designated election official for any North Shore District election; or (b) furnish any services for special elections (including but not limited to preparation and administration).
- 3. Three Lakes District shall furnish the following SCADA System & Monitoring services to North Shore District:
  - a. Monitoring, alarming and controls for the Spring House. Three Lakes District shall notify North Shore District when upgrades to the SCADA system are necessary. In addition to and separate from the costs and fees set forth in the IGA, North Shore District shall be solely responsible for the cost of such upgrades to the SCADA System applicable to the Spring House. North Shore District must maintain up to date SCADA System and Monitoring hardware and software.

## **EXHIBIT B-1**

### FEE SCHEDULE

1. Performance of duties as Operator of Record for the Water System	\$[AMOUNT]
2. Performance of Administrative Duties	\$[AMOUNT]
3. SCADA System	\$[AMOUNT]
4. Site Monitoring	\$[AMOUNT]
5. Fee for duties performed over and above those described in Exhibit B-2	\$65.00  (Per hour, per employee)

For services not set forth above, service costs which are established in the Standard Fee Schedule set forth in Exhibit B to the Three Lakes Rules and Regulations, as amended from time to time, shall be paid at the rate set forth therein.



**THREE LAKES WATER AND SANITATION DISTRICT  
RESOLUTION NO. 2024-8-1**

**RESOLUTION OF THE THREE LAKES WATER AND SANITATION DISTRICT  
IN OPPOSITION TO THE STATEWIDE PROPOSALS, INITIATIVES 50 & 108**

WHEREAS, the vast majority of governments in Colorado, but not the State, levy a property tax to support essential public services and infrastructure;

WHEREAS, special districts are more dependent on property tax revenue than any other type of local government, as it is often their primary or even sole source of revenue;

WHEREAS, special districts have worked with their local voters to propose and approve property taxes, or to retain and spend revenues therefrom, to support services, facilities and infrastructure needed and desired by the community and, more generally, to support public health, welfare, and safety;

WHEREAS, both Initiative 50 and Initiative 108 will nullify prior local budgeting and revenue decisions by their officials and voters, replacing local control of their community with a statewide calculation that will result in billions of dollars of locally lost revenue without any reduction in service or legal obligations;

WHEREAS, Initiatives 50 and 108 will substantially impair the ability of special districts to provide the public services and infrastructure that their constituent communities expect because resources will not keep pace with the factors that drive costs, including: general inflation, population growth, aging infrastructure, materials and labor for capital projects, or increased demands during and recovery from economic downturns;

WHEREAS, Initiative 50 fundamentally converts the local government property tax system, which can be tailored to meet local needs, into a statewide calculation that will hurt communities throughout the State, in particular, slower growing areas of the State whose revenues may be reduced to offset overall increases driven by growth in urban and resort communities;

WHEREAS, the text of Initiative 50, which amends the Colorado Constitution, is so ambiguous that experts are confounded about how it can be implemented, including its impact on current and future governmental obligations, which will lead to years of politicking and legal challenges, making property tax an unpredictable and unreliable resource for local governments;

WHEREAS, Initiative 108 states that local governments will be reimbursed from state funds for lost property tax revenue, but that statement is an empty promise because those reductions are too large for the State's budget to sustain reimbursements, and further, the General Assembly has already indicated its disinclination in its recent property tax proposals and laws to provide reimbursements for lost revenue to non-school local governments; and

WHEREAS, Initiatives 50 and 108, individually and together, will destroy the short- and long-range planning efforts of Colorado's special districts that are necessary to absorb inflationary pressures, to employ public servants, to support existing and grow new public programs, to construct and maintain government infrastructure, and to respond to the needs and emergencies of Colorado's communities.

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

1. It is the position of the Board of Directors of the Three Lakes Water and Sanitation District that special districts and their constituents are best suited to determine the revenues necessary to meet the needs, expectations, and demands of the communities they serve.
2. The Board of Directors recognizes that special districts are accountable to their local voters, who may take action if the taxes they pay are not warranted for the services, facilities, and infrastructure provided by special districts in their communities.
3. Levying of property tax is a vital funding mechanism of the district limiting the options available to the district could be a detriment to the future needs of the district and potentially delay important capital projects to address aging infrastructure and growth requirements.
4. For the reasons set forth above, the Board of Directors concludes that both Initiative 50 and Initiative 108 diminish the ability of Three Lakes Water and Sanitation District to provide the vital drinking water services, facilities, and related infrastructure that the public needs, expects, and demands; and, therefore, the Board strongly urges a NO vote on Propositions 50 and 108 at the statewide election on November 5, 2024.

APPROVED AND ADOPTED this 13<sup>th</sup> day of August, 2024, by the Board of Directors of the Three Lakes Water and Sanitation District.

THREE LAKES WATER AND SANITATION DISTRICT

By: \_\_\_\_\_  
Matthew Reed, Chairman

ATTEST:

\_\_\_\_\_  
Scott Huff, Secretary/Treasurer



August 7, 2024

To: Board of Directors  
From: Katie Nicholls, District Manager  
RE: Cyber Security Discussion

Since August 2023, Executech has completed the following for us:

### **Workstations**

- Maintained the domain-wide implementation of Sophos Anti-Virus software which kept the workstations free from any virus, malware and PUA infections.
- Used remote management tools (Automate / ScreenConnect) to ensure all workstations continue to have vetted Windows and 3<sup>rd</sup> party software updates applied on a scheduled basis.
- Used those same remote management tools to provide remote technical support for routine support interactions.

### **Backups**

- Maintained a Cloud and Local backup strategy, with encryption where appropriate.
- Monthly Backup restore test to verify backups are operating correctly.

### **Server(s)**

- Maintained the Sophos Anti-Virus software on the servers to keep them free from any virus, malware or PUA infections.
- Used Automate & ScreenConnect tools to ensure the servers continue to have vetted Windows and 3<sup>rd</sup> party software updates applied on a scheduled basis.

### **Firewall/Network Security**

- Maintained Firewall patching to ensure VPNs were functional and minimize likelihood of network intrusion.
- Configured and enforced MFA for Microsoft 365 to continue improving data security.
- Assisted with business continuity efforts by moving and setting up network links and workstations in other office spaces, to facilitate remote staff access during office building repairs, and then put everything back in its place post-construction.

They have also maintained active monitoring of Anti-Virus, Server Off-line alerts, and Internet Outages to respond to issues as quickly as possible.

### **The Next 12 Months**

- Continue to refine the IT RoadMap
- Reassign and replace workstations as needed
- Assist with replacing the DMZ Server with a SAAS-model billing system
- Create a new workstation replacement plan for 2025



## Mailing

Sending Technology Solutions

# USPS® IMI Compliance

Rest assured, Pitney Bowes has you covered.

## Overview

### What is IMI (Intelligent Mail Indicia)?

The IMI Indicia is the next generation of metered indicia technology designed to ensure all your metered mail meets the current USPS compliance guidelines. It provides the highest standard of integrity and security to ensure information is securely transmitted to and from postage evidencing systems (PES) making mail flow more efficiently. It captures real-time data with correct postage, down to Service Class and special fees.

### Minimize the risk of incorrect postage and security issues due to outdated mailing equipment.

Pitney Bowes Sending Technology Solutions is committed to providing our customers with the finest products backed by the **highest quality of care and service**. If you currently use a non-IMI compliant device, consider switching to an IMI-compliant sending solution from Pitney Bowes. Please contact a Pitney Bowes Account Manager who can help transition you to one of our IMI-Compliant sending solutions, so you can be sure to meet all current and future USPS compliance guidelines.

### When will USPS require non-IMI solutions to be removed from the market?

The USPS stated in its **final rule** all PES that are non-IMI compliant will become decertified on June 30, 2024 and must be withdrawn from service by December 31, 2024. In keeping with the June 30, 2024 decertification date and

the December 31, 2024 withdrawal date, all providers must stop manufacturing and leasing non-IMI compliant PES for lease lengths extending beyond December 31, 2024.

Due to its enhanced data security features, the SendPro® P-Series/Connect+ is approved for use by the USPS through December 31, 2027.

### Why did the USPS move to the IMI standard?

IMI compliant PES are updated automatically, so businesses pay the correct postage rates and utilize secure communication standards. These systems are compliant with the TLS1.2 communication security protocols standards, SSL/TLS cipher suites that use the SHA-256 hash algorithm instead of the SHA-1 function, which adds significant strength to the data integrity. Note: SendPro P-Series/Connect+ also uses TLS 1.2. The keys used to secure postage indicia are compliant with the latest FIPS standard (Federal Information Processing Standards).

The USPS requires IMI-compliant PES to connect to its servers every 72 hours. This ensures that the USPS receives frequent postage use information and systems are kept up to date with rate changes and software improvements. If a connection is not made every 72 hours, the system will be locked out. To do this, PES must have a constant internet connection via Wi-Fi or LAN line to avoid lockouts. Traditional analog phone services will soon be discontinued, and if you use a phone line to connect, you'll be unable to reach the servers, learn more [here](#).

**For more information, contact your local Pitney Bowes Representative.**

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## IMI-Compliant Sending Solutions

These solutions meet USPS® requirements.



SendPro® Mailstation



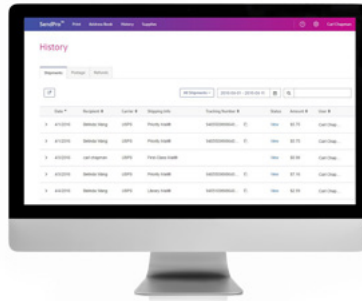
SendPro C-Series



SendPro C Auto



SendPro Mail Center<sup>1</sup>



SendPro Online



SendPro Enterprise

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For more information on our sending solutions, visit us online: [pitneybowes.com](https://pitneybowes.com)

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**United States**  
3001 Summer Street  
Stamford, CT 06926-0700

<sup>1</sup> P-Series/Connect+ has been approved by USPS for use through December 31, 2027.

Pitney Bowes confidential and proprietary information. This document may not be reproduced or distributed.



## Mailing Solutions



March 20, 2024

PREPARED BY  
Tanner Bang  
[Tanner.Bang@pb.com](mailto:Tanner.Bang@pb.com)  
303-520-9856

## Current Situation:

- Purchased your DM400 in 2017 now 7 years old
  - Paying \$806 per year for meter rental and maintenance
  - USPS IMI regulations require replacement by the end of 2024



## Annual Postage Usage

Mail Volumes from 03/23-02/24 Mail Class	Total Pieces	Total Postage	Average Piece Price
First-Class Mail® Letters	8,268	\$5,091.57	\$0.62
First-Class Mail® Flats	2	\$4.86	\$2.43
Ground Advantage Service - Retail™			
Priority Mail®			
Priority Mail Express®			
Package Services			
International			
Certified Mail® Service			
First-Class Mail® Automation Letters and Flats			
First-Class Mail® Presort Letters and Flats			
USPS Marketing Mail Automation - Incl. Non Profit if Applicable			
USPS Marketing Mail Presort - Incl. Non Profit if Applicable			
Key In Postage - Not run through a class or category			
Zero Postage - Usually for seal only or permit projects.	19		
Others			
<b>Total for Period 03/23-02/24</b>	<b>8,289</b>	<b>\$5,096.43</b>	<b>\$0.61</b>

## Recommendation:

Send Pro C Auto with a 5lb scale

Purchase Price \$3,182 (NASPO Contract Pricing)

Meter Rent \$45.25 per month

Maintenance \$333.60 per year (First Year included with purchase price)

or

60 Month Lease \$141.42 per month

\*leases include all maintenance, subscription cost, meter rent, rate updates and meter reset fees



Commerce solutions,  
from the Craftsmen of Commerce.

pitney bowes 



**Mailing**

Postage Meters

SendPro® C Auto

# Simplify your mailing process.





# Handle batch mailing quickly and easily.

## Introducing the SendPro® C Auto.

Processing a variety of mail, including letters, postcards and large envelopes, has never been easier with our auto-feed mailing solution.



# Feed, seal, print and save automatically.

## **Mail with speed and ease.**

Process mail batches up to 120 letters per minute and up to 5/16" thick, with the automatic mail feeder.

## **Calculate postage costs for different size envelopes.**

Confidently pay the right amount on virtually every piece, every time.

## **Optimize efficiency by minimizing jams.**

Smoothly feed your mail with our reverse separation technology to keep your operations on track.

## **Save automatically.**

Automatically receive rate updates and save 5¢ on every First Class® letter\* — plus get optional access to discounted presort rates.

## **Meet the latest USPS® IMI compliance rules.**

Rest assured your SendPro C Auto will meet USPS guidelines.



\*As of January 27, 2019.



# Send large envelopes, Priority Mail® and packages with confidence.

## **Compare, save and print.**

View USPS shipping rates, save up to 40% on Priority Mail and print labels with the optional printer.\*

## **Take the guesswork out of shipping.**

Accurately weigh packages up to 15 pounds with the integrated digital scale.

## **Minimize undeliverable fees.**

Use the built-in address verification feature to reduce costly address correction fees and improve your delivery success rate.

## **Get more shipping choices for greater savings.**

Easily compare rates across multiple carriers—USPS®, UPS® and FedEx® and get pre-negotiated discounted carrier rates with the optional multicarrier subscription.

\*As of January 27, 2019. Savings will vary based on geography, mail type, and other variables.



# Designed for simplicity, visibility and ease of use.

## Gain online access to ship the way you want.

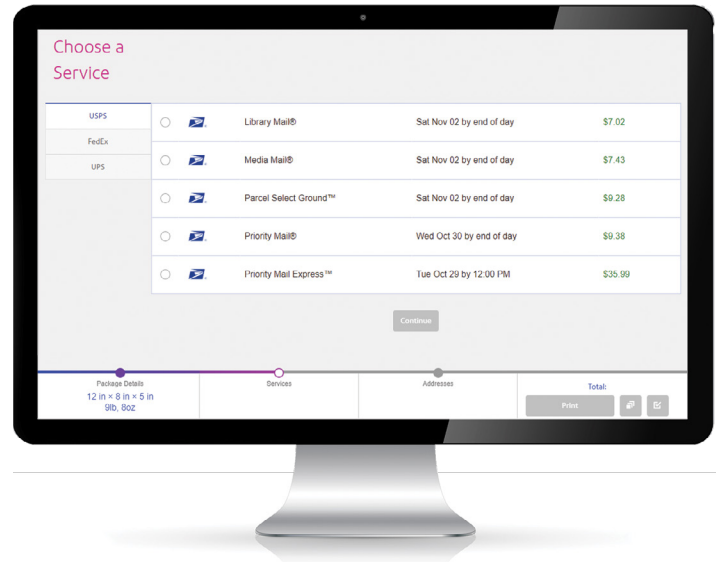
Use SendPro® Online to print trackable shipping labels from any computer and easily compare rates with the Shipping Rate Selector.

## Control at your fingertips.

Easily navigate the intuitive menu with the large, full-color 7" touchscreen.

## Track postage costs with precision.

View and email spending, shipping, accounting history and reports by department online for up to 500 different accounts.



The auto-feed technology is designed to minimize jams and misprinted postage by ensuring only one envelope is processed at a time.



## SendPro® C Auto Specifications:

Mail feed	Automatic
Speed (letters per minute)	Standard: 95 LPM; Optional: 120 LPM
Display	7" color touchscreen
Scale	Optional 5, 10 or 15 lb. integrated; Optional 30 or 70 lb. external
Label printer	Optional
Shipping	Standard: USPS; Optional: Multicarrier
Accounts	Standard: 100; Optional: 500
USPS® IMpB compliant	Included
Presort rate access	Included
SendPro Online subscription	Standard: USPS; Optional: Multicarrier
eRR	Optional
Barcode Scanner	Optional
AutoInk™	Included*

\*Get automatic ink replenishments at savings of 20% off the retail price when you enroll in the AutoInk™ program. For more information on AutoInk, visit us online at [pbi.bz/autoink](http://pbi.bz/autoink).

# Streamline your mailing process with the highly efficient, easy-to-use SendPro C Auto.



**United States**

3001 Summer Street  
Stamford, CT 06926-0700

For more information, visit us online at  
[pitneybowes.com](https://pitneybowes.com)



NASPO ValuePoint FMV Lease Agreement (Option C)

--	--	--	--	--	--	--	--	--	--	--	--

Agreement Number

Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee	Tax ID # (FEIN/TIN)
Three Lakes Water & Sanitation District	840759075

Sold-To: Address
1111 County Road 48, Grand Lake, CO, 80447-8771, US

Sold-To: Contact Name	Sold-To: Contact Phone #	Sold-To: Account #
Tara Knutson	(970) 627-3544	0010715677

Bill-To: Address
PO Box 899, Grand Lake, CO, 80447-0899, US

Bill-To: Contact Name	Bill-To: Contact Phone #	Bill-To: Account #	Bill-To: Email
		0012662724	

Ship-To: Address
1111 County Road 48, Grand Lake, CO, 80447-8771, US

Ship-To: Contact Name	Ship-To: Contact Phone #	Ship-To: Account #
Tara Knutson	(970) 627-3544	0010715677

PO #
.

Your Business Needs

Qty	Item	Business Solution Description
1	SENDPROCAUTO	SendPro C Auto
1	1FXA	Interface to InView Dashboard
1	7H00	C Series IMI Meter
1	993-4B	DM400C Return Kit - Upgrade to 9H00
1	APAC	Connect+ Accounting Weight Break Reports
1	APAX	Cost Acctg Accounts Level (100)
1	APKN	Account List Import/Export
1	C5CC	Sendpro C Auto 95
1	CAAB	Basic Cost Accounting
1	COVER-SPCA	Protective Dust Cover - SendPro C Auto
1	ME1A	Meter Equipment - C Series
1	MP81	C Series Integrated Scale
1	PAB1	C Series Premium App Bundle
1	PTJ1	SendPro Online-PitneyShip



1	PTJA	SPO-PitneyShip Basic 1 User
1	PTJN	Single User Access
1	PTK1	Web Browser Integration
1	PTK2	SendPro C Series Shipping Integration
1	SJS2	Softguard For SendPro C500
1	STDsla	Standard SLA-Equipment Service Agreement (for SendPro C Auto)
1	ZH24	Manual Weight Entry
1	ZH29	HZ03 95 LPM Speed
1	ZHC5	SendPro C500 Base System Identifier
1	ZHD5	USPS Rates with Metered Letter
1	ZHD7	E Conf Services for Metered LTR. BDL
1	ZHWL	5lb/3kg Weighing Option for MP81

Your Payment Plan

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 141.42	\$ 424.26

*\*Does not include any applicable sales, use, or property taxes which will be billed separately.  
If the equipment listed above is replacing your current meter, your current meter will be taken out of service once this lease commences.*

- ☐ Tax Exempt Certificate Attached
- ☐ Tax Exempt Certificate Not Required
- ☒ Purchase Power® transaction fees included
- ☐ Purchase Power® transaction fees extra

**Your Signature Below**

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below. If software is included in the Order, additional terms apply which are either (i) included in your State's contract which is available at <http://www.pb.com/states> or (ii) available by clicking on the hyperlink for that software located at [https://www.naspovaluepoint.org/search/?term=pitney+bowes&page\\_ref=contractors](https://www.naspovaluepoint.org/search/?term=pitney+bowes&page_ref=contractors). Those additional terms are incorporated by reference.

NASPO VALUEPOINT CTR058808; 181369  
State/Entity's Contract#

\_\_\_\_\_  
Lessee Signature  
  
\_\_\_\_\_  
Print Name  
  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Date  
  
\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Pitney Bowes Signature  
  
\_\_\_\_\_  
Print Name  
  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Date

**Sales Information**

Tanner Bang	tanner.bang@pb.com	
Account Rep Name	Email Address	PBGFS Acceptance

**THREE LAKES WATER AND SANITATION DISTRICT  
RESOLUTION 2024-8-2**

**A RESOLUTION AMENDING THE RULES AND REGULATIONS  
OF THE DISTRICT**

WHEREAS, Three Lakes Water and Sanitation District (“District”) is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Colorado Revised Statutes; and

WHEREAS, pursuant to Section 32-1-1001(1)(h), C.R.S., the Board of Directors of the District (the “Board”) has the power to manage, control, and supervise the business and affairs of the District and all construction, installation, operation, and maintenance of the District’s improvements; and

WHEREAS, pursuant to Section 32-1-1001(1)(m), C.R.S., the Board has the power to adopt, amend, and enforce rules and regulations not in conflict with the Constitution and the laws of this State for carrying on the business, objects and affairs of the Board and of the District; and

WHEREAS, on March 8, 2010, the Board adopted Rules and Regulations of the District, as amended (the “Rules and Regulations”); and

WHEREAS, pursuant to Section 11.9 of the Rules and Regulations, the Board has the right and authority to amend the Rules and Regulations at any time to reflect those changes determined to be necessary by the Board; and

WHEREAS, the Board hereby finds and determines that amending the Rules and Regulations as set forth herein is necessary for the protection of public health and the environment and to the function and operation of the District and is beneficial to the District and its customers.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Three Lakes Water and Sanitation District as follows:

1. The amendments to the Rules and Regulations set forth in Exhibit A, attached hereto and incorporated herein, are hereby adopted.
2. This Resolution shall take effect and be enforced immediately upon adoption of this Resolution.
3. If any section, subsection, sentence, clause or phrase of this Resolution is held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

4. This Resolution is and shall constitute a legislative measure of the District, which may be modified only by formal resolution of the Board of Directors.

ADOPTED this 13<sup>th</sup> day of August, 2024.

THREE LAKES WATER AND  
SANITATION DISTRICT

By: \_\_\_\_\_  
Matthew Reed, Chairman

Attest:

\_\_\_\_\_  
Scott Huff, Secretary/Treasurer

## **EXHIBIT A**

### Amendments to the District Rules and Regulations

#### **CHAPTER 5, SERVICE LINE CONSTRUCTION AND CONNECTION**

Chapter 5.1 is amended by adding the capitalized, double-underlined text, as follows:

##### **5.1 GENERAL**

Sewer service lines shall be installed in accordance with specifications as set forth in this Chapter. IT IS THE OWNER'S RESPONSIBILITY TO BE FAMILIAR WITH AND COMPLY WITH ALL LAWS APPLICABLE TO THE CONSTRUCTION AND CONNECTION OF SEWER SERVICE LINES, INCLUDING WITHOUT LIMITATION ALL LOCAL AND STATE REGULATIONS. All contractors, licensed plumbers and others doing work within the District shall comply with these requirements. Where oversized lines are desired, or required because of possible future extensions, the District may elect, in its sole discretion, to pay for the extra cost of the oversize or allow reimbursement in accordance with Chapter 9, Section 2. Sizes will be determined by engineers representing the District but in no case will the line size be less than 4 inches.

Chapter 5.8 is amended by deleting the stricken text and adding the capitalized, double-underlined text, as follows:

##### **5.8 GREASE TRAPS AND INTERCEPTORS**

Oil and Sand Interceptors: Oil and sand interceptors shall be required when, in the opinion of the District, such interceptors are necessary for the proper handling of liquid wastes containing these substances in excessive amounts, or any flammable wastes or other harmful ingredients, or as required by the Grand County Building Code or Town of Grand Lake Building Code. When required by the District, Grand County or the Town of Grand Lake, all interceptors shall be of a type and capacity approved by the District, and shall be located as to be readily and easily accessible for the cleaning and inspection. Maintenance of these interceptors shall be the responsibility of the owner/user, including proper removal and disposal by appropriate means of the captured material and maintenance of records of the dates and means of disposal which shall be available for District review. Any removal and hauling of the collected materials not performed by owner's personnel must be performed by currently licensed waste disposal firms.

Grease Traps: All new existing commercial and industrial users of the District facilities which, in the opinion of the District, have a probability of significant

grease or floatable oil discharge in their wastewaters (for example, food service establishments), shall install grease removal pretreatment systems. All owners who change the use of their properties by renovation, remodeling or otherwise to a new commercial or industrial uses which, in the opinion of the District have probability of significant grease discharge in their wastewaters, shall be required to install a grease trap at the time such change is made.

All installations must be approved by the District and follow all local and State regulations, and be of a design recommended by the Uniform Plumbing Code, Section 711, entitled “Grease Traps”, recognized as the minimum State Plumbing Code, and as adopted and enforced by Grand County, Colorado, or any later adopted code. When installed, the system shall be maintained by the owner/user, at his expense.

The owner/user is required to perform an on-site inspection, and cleaning of the grease trap if necessary, once each year, between January 1 and May 15 at the owner/user’s expense. A report form provided by the District shall be completed and submitted to the District by the owner/user within 10 days of completion of the inspection. If a cleaning of the grease trap was necessary, the date of the cleaning shall be noted on the report form.

If the District has not received an Inspection Report form by ~~May~~ JULY 15, for any grease trap, a notice of violation shall be issued, which shall include a \$500.00 violation fee. In addition, the District shall perform the inspection and charge the owner/user for the inspection costs at the District’s hourly rate under its *Standard Fee Schedule*. If the inspector recommends cleaning, such cleaning shall be performed within 15 days of notification to the owner/user or within such other time period ordered by the District.

If it is determined that a sewer main has become clogged due to an improperly maintained grease trap, the owner/user shall be liable for all costs incurred by the District because of said clogged sewer main, in addition to any penalties.

If oil and sand interceptors or grease traps are required, whether it be by federal or state law, or pursuant to the District’s rules or regulations, and such equipment has not been installed, it will be deemed a violation of the District’s Rules and Regulations. This violation will result in additional charges. These additional charges will be based upon the user fees and will be twice the user fees. A notice of violation will be issued requesting the installation of equipment within 30 days. If equipment has not been installed within the 30 days, the additional charges will begin. These additional charges will be in effect until approved equipment has been installed which follows all local, state and federal regulations.

Exhibit B is amended in its entirety and replaced as follows:

EXHIBIT B  
STANDARD FEE SCHEDULE

Manpower	\$65.00 per hour per Wastewater Operator \$97.50 per hour per Wastewater Operator (outside of regular business hours)
1. Case 580 Backhoe	\$180.00 per hour without manpower
2. Skidsteer Bobcat	\$80.00 per hour without manpower
3. Service Truck (specialty equipment on truck)	\$90.00 per hour without manpower
4. Combination Jet/VacTruck	\$230.00 per hour without manpower
5 Laboratory Testing	Per District Schedule
6. Plow Truck	\$45.00 per hour without manpower
7. Generators	As follows: (a) 160 kw - \$240.00 per hour (b) 35 kw - \$150.00 per hour (c) 5 kw - \$ 80.00 per hour
8. Godwin 6” Pump	\$100 per hour



August 8, 2024

To: Board of Directors  
From: Katie Nicholls, District Manager  
RE: PR Firm Initial Research

At the July 9<sup>th</sup> board meeting the Board discussed the possibility of utilizing a Public Relations Firm to help with the communication and success of the Septic to Sewer Conversion Project. The consensus of the Board was that it appears to be something potentially beneficial to the District to ensure proper messaging is received by the constituents in advance of and during the project. The Board directed staff to look further into the matter.

I inquired with both the attorney for the District, Allison Ulmer, and SDA CEO Ann Terry regarding firms to contact. I received four highly recommended firm names and spoke in depth with three of them. Information packets from the three firms has been forwarded to you in advance of the meeting for review by the Board. Information, while varying, was requested to address how the PR firm felt they could benefit the District and project on a generic level. I did not request higher end, project specific proposals yet, as the Board has not indicated their commitment yet to the cause. The Board should discuss the information packets reviewed and decide if they would like to consider engaging a PR firm for the project. If moving forward is decided Staff can get firms scheduled to present to the Board for consideration.



Three Lakes Water and Sanitation District  
1111County Road 48  
Grand Lake CO, 80447

Katie and Tara:

Good afternoon. Attached is the NCR Payments proposal for the Three Lakes Water and Sanitation District. NCR's proposed fee schedule assumes the payer is payor is responsible to for the electronic payment processing fee. NCR's proposal includes all major credit/debit cards for all payment channels and eChecks for all payment channels except over the counter per NACHA rules.

NCR's electronic payment solution is fully integrated with Muni-Link for real-time look up, validation and post back of payments. NCR is the acquirer and processor allowing for real-time card authorization, capture and settlement to the District's bank. All transactions are funded the next day for 100% of the previous day's transactions authorized between midnight and 11:59 pm CST to include all card brands and eChecks for ease of reconciliation.

NCR's proposal will reduce the annual cost to Three Lakes Water and Sanitation District's customers for card processing by 21% while growing payment adoption. NCR's proposal includes 1 EMV P2PE card reader, all set up, go live at **no cost to Three Lakes Water and Sanitation**.

Credit/Debit Card	Volume	Transaction	Current Fee	NCR Proposed Fee	SAVINGS
Q4 2023	\$13,428.74	97	\$605.00	\$460.50	\$144.50
Q1 2024	\$15,476.26	105	\$663.00	\$504.00	\$159.00
Q2 2024	\$19,531.21	116	\$845.00	\$598.50	\$246.50
Total	\$48,436.21	318	\$2,113.00	\$1,563.00	<b>\$550.00</b>
Annualized	\$64,581.61	424	\$2,817.33	\$2,084.00	<b>\$733.33</b>

ECHECK	Volume	Transaction	Current Fee	NCR Proposed Fee	SAVINGS
Q4 2023	\$26,164.24	112	\$280.00	\$252.00	\$28.00
Q1 2024	\$33,520.74	134	\$335.00	\$301.50	\$33.50
Q2 2024	\$30,792.32	108	\$270.00	\$243.00	\$27.00
Total	\$90,477.30	354	\$885.00	\$796.50	<b>\$88.50</b>
Annualized	\$120,636.40	472	\$1,180.00	\$1,062.00	<b>\$118.00</b>

<b>COMBINED ANNUALIZED</b>	\$185,218.01	896	\$3,997.33	\$3,146.00	<b>\$851.33</b>
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NCR Payment's integrated solution offers much more. Please let me know a good time to review this proposal and answer any questions that you may have.

Best Regards.

Joe Lennon

SOLUTION – Three Lakes Water and Sewer District	FEE
Payment Business Portal Platform	
Platform Customization & Branding <ul style="list-style-type: none"><li>requested feature set, standard and customizable reports</li></ul> Training – Go live and On-goingHELP Desk – available 27/7/365Account Management SupportPlatform Updates	No Charge
INTEGRATION	
Integration to <i>Muni-Link software</i> for all collection modes/payment Channels.	No Charge
COLLECTION MODES / PAYMENT CHANNELS	
Web - Online POS - Over the Counter Out-Bound Shopping Cart Auto-Pay	No Charge
IVR – Interactive Voice Responsive for payments – includes dedicated phone number toll free or local interchange	N/A
E-Bill – Paperless Billing (iFrame) per paperless bill client per month	N/A
e-COMMUNICATIONS – Out-Bound Campaigns	
<u>Unlimited</u> outbound messaging – typically used for payment and shut-off reminders, and 72-hour notifications saved payment method expirations, paperless billing notifications, text-2-pay, and auto-pay reminders. <ul style="list-style-type: none"><li>Text &amp; Email</li></ul>	No Charge
Hardware Options	
EMV / P2PE Certified card Readers <ul style="list-style-type: none"><li>Apple &amp; Google Pay, NFC, Tap</li></ul>	1 @ No Charge
<ul style="list-style-type: none"><li>Additional Card Readers</li></ul>	\$300.00 ea.
<ul style="list-style-type: none"><li>Check Scanners (if desired)</li></ul>	N/A
PROCESSING FEES - Passing - Paid by the Payer	
Credit/Debit Cards – Payments \$.01 - \$1,000.00 per transaction	\$2.25 per \$100.00
eChecks – Payments - \$.01 - \$15,000.00 per transaction	\$2.25
Miscellaneous Fees	
Credits, Refunds and Voids <ul style="list-style-type: none"><li>Includes the processing fee</li></ul>	Free
Charge-Back – initiated through Card Brand (per transaction)	\$10.00
eChecks R1 (Non-Sufficient Funds) – PAID BY PAYER	\$20.00

Three Lakes Water and Sanitation District  
Cost of Services Rate Study  
Decision Criteria Dashboard

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
<b>Operating Fund</b>											
Months Increase is Effective in First Year	0	12	12	12	12	12	12	12	12	12	12
Annualized Percentage Increase	0.0%	4.9%	4.7%	4.4%	4.3%	4.1%	3.9%	3.8%	3.6%	3.5%	3.4%
Cumulative Increase	0.0%	4.9%	9.8%	14.6%	19.5%	24.4%	29.3%	34.1%	39.0%	43.9%	48.8%
Proposed Rates, \$ per SFE	\$123.00	\$129.00	\$135.00	\$141.00	\$147.00	\$153.00	\$159.00	\$165.00	\$171.00	\$177.00	\$183.00
Transfer TO Capital Fund	1,000,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Transfer TO Government Fund	0	20,000	30,000	40,000	50,000	60,000	80,000	90,000	100,000	120,000	120,000
Transfer FROM Debt Service Reserve Fund	0	0	0	0	0	0	0	0	0	0	0
Annual Surplus/(Deficiency)	(415,554)	(281,102)	(18,219)	(3,068)	5,630	12,196	1,388	(2,511)	(14,637)	(40,641)	(175,970)
Operating Fund Ending Balance	829,050	547,948	529,728	526,660	532,290	544,486	545,873	543,363	528,726	488,085	312,115
Target Reserves (60 days O&M)	311,647	356,348	330,990	347,515	364,866	383,085	402,214	422,301	443,391	465,536	488,788
Above/(Below Target)	517,403	191,599	198,738	179,145	167,424	161,401	143,659	121,062	85,335	22,549	(176,673)
Debt Service Coverage (1.2x minimum)	5.72	2.58	3.65	3.80	3.93	4.04	4.12	4.20	4.25	4.29	3.83
<b>Capital Fund</b>											
	2023	2024	2024	2026	2027	2028	2029	2030	2031	2032	2033
Transfer to Operating Fund	0	0	0	0	0	0	0	0	0	0	0
State Loan Proceeds	0	0	0	0	0	0	0	0	0	0	0
Annual Capital Improvement Program	420,470	290,461	300,337	310,548	321,107	532,024	343,313	354,986	367,055	379,535	592,439
Ending Capital Fund Balance	5,881,873	6,380,345	6,883,974	7,392,574	7,905,945	8,220,822	8,736,874	9,256,793	9,780,294	10,307,070	10,633,743
Target Reserves (1 Years Depreciation Expense)	920,000	940,000	960,000	980,000	1,000,000	1,020,000	1,040,000	1,060,000	1,080,000	1,100,000	1,120,000
Above/(Below Target)	4,961,873	5,440,345	5,923,974	6,412,574	6,905,945	7,200,822	7,696,874	8,196,793	8,700,294	9,207,070	9,513,743
<b>Combined Wastewater Enterprise Fund</b>											
Annual Surplus/(Deficiency)	321,476	217,370	485,409	505,532	519,001	327,073	517,440	517,408	508,864	486,134	150,703
Combined Wastewater Fund Ending Balance	6,710,923	6,928,293	7,413,702	7,919,234	8,438,235	8,765,307	9,282,748	9,800,156	10,309,020	10,795,154	10,945,857
Target	1,231,647	1,296,348	1,290,990	1,327,515	1,364,866	1,403,085	1,442,214	1,482,301	1,523,391	1,565,536	1,608,788
Above/(Below Target)	5,479,276	5,631,945	6,122,712	6,591,718	7,073,368	7,362,223	7,840,533	8,317,855	8,785,629	9,229,619	9,337,069
<b>Government Fund</b>											
Ending Fund Balance	448,944	432,581	411,952	417,001	417,670	413,902	415,637	412,817	405,382	403,272	386,425

10:03 AM

08/08/24

**THREE LAKES WATER & SANITATION DISTRICT**  
**Check Detail - Enterprise Fund**  
**July 2024**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check		07/30/2024	COUNTRY ACE HARDWARE	1006a · UBB ENTERPRISE	
Bill		05/01/2024	COUNTRY ACE HARDWARE	2005 · ACCOUNTS PAYABLE	0.00
TOTAL					0.00
Bill Pmt -Check	ACH	07/03/2024	XCEL ENERGY	1006a · UBB ENTERPRISE	
Bill		06/11/2024		5090 · UTILITIES - ADMIN BLDG	-94.73
TOTAL					-94.73
Bill Pmt -Check	ACH	07/05/2024	UBB - BILLING ACCOUNT	1006a · UBB ENTERPRISE	
Bill		07/22/2024		5061 · COMPUTERS / PRINTERS	-0.96
				5170 · PROPERTY REPAIR & MAINTENANCE	-4.06
				5170 · PROPERTY REPAIR & MAINTENANCE	-1.91
				5061 · COMPUTERS / PRINTERS	-3.62
				5061 · COMPUTERS / PRINTERS	-49.98
				5057 · OFFICE SUPPLIES	-0.81
				5170 · PROPERTY REPAIR & MAINTENANCE	-2.77
				5170 · PROPERTY REPAIR & MAINTENANCE	-1.75
				5170 · PROPERTY REPAIR & MAINTENANCE	-6.94
				5170 · PROPERTY REPAIR & MAINTENANCE	-7.66
				5170 · PROPERTY REPAIR & MAINTENANCE	-333.63
				5075 · TELEPHONE/INTERNET	-1.14
				5170 · PROPERTY REPAIR & MAINTENANCE	-2.78
				5170 · PROPERTY REPAIR & MAINTENANCE	-1.95
				5060 · POSTAGE & BOX RENT	-0.24
				5061 · COMPUTERS / PRINTERS	-0.95
				5170 · PROPERTY REPAIR & MAINTENANCE	-6.67
				5183 · SHOP SUPPLIES	-5.32
				5192 · TOOLS	-3.99
				OFFICE/SHOP EXPENSES	-3.57
				5161 · COMPUTERS / PRINTERS	-18.30
TOTAL					-459.00
Bill Pmt -Check	ACH	07/08/2024	PITNEY BOWES - MTNC & SUPPLIES	1006a · UBB ENTERPRISE	
Bill		07/08/2024		5050 · EQUIPMENT/MAINTENANCE AGREEM...	-199.98
TOTAL					-199.98
Bill Pmt -Check	ACH	07/10/2024	UBB - BILLING ACCOUNT	1006a · UBB ENTERPRISE	

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**THREE LAKES WATER & SANITATION DISTRICT**  
**Check Detail - Enterprise Fund**  
**July 2024**

Type	Num	Date	Name	Account	Paid Amount
Bill		07/22/2024		5061 · COMPUTERS / PRINTERS	-19.03
				5170 · PROPERTY REPAIR & MAINTENANCE	-81.21
				5170 · PROPERTY REPAIR & MAINTENANCE	-38.08
				5061 · COMPUTERS / PRINTERS	-72.38
				5061 · COMPUTERS / PRINTERS	-999.02
				5057 · OFFICE SUPPLIES	-16.17
				5170 · PROPERTY REPAIR & MAINTENANCE	-55.30
				5170 · PROPERTY REPAIR & MAINTENANCE	-35.04
				5170 · PROPERTY REPAIR & MAINTENANCE	-138.81
				5170 · PROPERTY REPAIR & MAINTENANCE	-153.01
				5170 · PROPERTY REPAIR & MAINTENANCE	-6,668.21
				5075 · TELEPHONE/INTERNET	-22.86
				5170 · PROPERTY REPAIR & MAINTENANCE	-55.61
				5170 · PROPERTY REPAIR & MAINTENANCE	-39.02
				5060 · POSTAGE & BOX RENT	-4.84
				5061 · COMPUTERS / PRINTERS	-19.04
				5170 · PROPERTY REPAIR & MAINTENANCE	-133.32
				5183 · SHOP SUPPLIES	-106.32
				5192 · TOOLS	-79.70
				OFFICE/SHOP EXPENSES	-71.42
				5161 · COMPUTERS / PRINTERS	-365.71
TOTAL					-9,174.10
<b>Bill Pmt -Check</b>	<b>ACH</b>	<b>07/23/2024</b>	<b>COMCAST</b>	<b>1006a · UBB ENTERPRISE</b>	
Bill		07/23/2024		5075 · TELEPHONE/INTERNET	-230.93
TOTAL					-230.93
<b>Bill Pmt -Check</b>	<b>ACH</b>	<b>07/23/2024</b>	<b>CENTURY LINK-LUMEN</b>	<b>1006a · UBB ENTERPRISE</b>	
Bill		07/23/2024		5162 · SCADA SOFTWARE/EQUIPMENT LEASE	-63.27
TOTAL					-63.27
<b>Bill Pmt -Check</b>	<b>ACH</b>	<b>07/24/2024</b>	<b>WOODRIVER ENERGY</b>	<b>1006a · UBB ENTERPRISE</b>	
Bill		07/24/2024		5208 · PLANT - UTILITIES	-1,248.28
TOTAL					-1,248.28
<b>Bill Pmt -Check</b>	<b>ACH</b>	<b>07/29/2024</b>	<b>IDEXX DISTRIBUTION INC</b>	<b>1006a · UBB ENTERPRISE</b>	

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**THREE LAKES WATER & SANITATION DISTRICT**  
**Check Detail - Enterprise Fund**  
**July 2024**

Type	Num	Date	Name	Account	Paid Amount
Bill		07/29/2024		5148 · LAB - DRINKING WATER	-2,732.37
TOTAL					-2,732.37
<b>Bill Pmt -Check</b>	<b>ACH</b>	<b>07/29/2024</b>	<b>VERIZON WIRELESS SERVICES LLC</b>	<b>1006a · UBB ENTERPRISE</b>	
Bill		07/22/2024	NORTH SHORE WATER DISTRICT	1170 · DUE FROM NORTH SHORE WATER	-98.90
			COLUMBINE LAKE WATER DISTRICT	1180 · DUE FROM COLUMBINE LAKE WATER	-98.90
				5076 · CELL PHONE	-98.90
				5075 · TELEPHONE/INTERNET	-114.06
			NORTH SHORE WATER DISTRICT	1170 · DUE FROM NORTH SHORE WATER	-56.72
			COLUMBINE LAKE WATER DISTRICT	1180 · DUE FROM COLUMBINE LAKE WATER	-56.72
TOTAL					-524.20
<b>Bill Pmt -Check</b>	<b>ACH</b>	<b>07/29/2024</b>	<b>WASTE MANAGEMENT</b>	<b>1006a · UBB ENTERPRISE</b>	
Bill		07/03/2024		5170 · PROPERTY REPAIR & MAINTENANCE	-297.53
				5169 · PLANT - REPAIRS & MAINTENANCE	-380.00
				5169 · PLANT - REPAIRS & MAINTENANCE	-297.54
TOTAL					-975.07
<b>Bill Pmt -Check</b>	<b>ACH</b>	<b>07/29/2024</b>	<b>COMCAST</b>	<b>1006a · UBB ENTERPRISE</b>	
Bill		07/30/2024		5075 · TELEPHONE/INTERNET	-160.82
TOTAL					-160.82
<b>Bill Pmt -Check</b>	<b>ACH</b>	<b>07/30/2024</b>	<b>COMCAST</b>	<b>1006a · UBB ENTERPRISE</b>	
Bill		07/30/2024		5162 · SCADA SOFTWARE/EQUIPMENT LEASE	-160.82
TOTAL					-160.82
<b>Bill Pmt -Check</b>	<b>38487</b>	<b>07/02/2024</b>	<b>ANCHOR QEA</b>	<b>1006a · UBB ENTERPRISE</b>	
Bill		06/19/2024		5138 · ENGINEERING - GENERAL	-1,877.50
				5138 · ENGINEERING - GENERAL	-8,270.25
				5138 · ENGINEERING - GENERAL	-210.00
				5138 · ENGINEERING - GENERAL	-2,823.00
				5138 · ENGINEERING - GENERAL	-2,105.00
TOTAL					-15,285.75

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**THREE LAKES WATER & SANITATION DISTRICT**  
**Check Detail - Enterprise Fund**  
**July 2024**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	38488	07/02/2024	BLACKWELL OIL COMPANY	1006a · UBB ENTERPRISE	
Bill		06/10/2024		5147 · FUEL EXPENSE	-2,186.23
TOTAL					-2,186.23
Bill Pmt -Check	38489	07/02/2024	COLLINS COLE FLYNN WINN & ULMER, PLLC	1006a · UBB ENTERPRISE	
Bill		06/10/2024		5067 · LEGAL SERVICE & CONSULTING	-5,965.50
				5067 · LEGAL SERVICE & CONSULTING	-6,555.00
TOTAL					-12,520.50
Bill Pmt -Check	38490	07/02/2024	COLO. DEPARTMENT REVENUE MOTOR VEHICLE	1006a · UBB ENTERPRISE	
Bill		06/10/2024		5195 · TRUCK REPAIR & MAINTENANCE	-1.00
TOTAL					-1.00
Bill Pmt -Check	38491	07/02/2024	COLORADO ANALYTICAL LABORATORIES, INC.	1006a · UBB ENTERPRISE	
Bill		06/12/2024		5149 · PLANT - LAB	-727.00
TOTAL					-727.00
Bill Pmt -Check	38492	07/02/2024	CUES, Inc.	1006a · UBB ENTERPRISE	
Bill		06/19/2024		5161 · COMPUTERS / PRINTERS	-2,560.00
TOTAL					-2,560.00
Bill Pmt -Check	38493	07/02/2024	DENALI WATER SOLUTIONS LLC	1006a · UBB ENTERPRISE	
Bill		06/13/2024		5185 · PLANT - SLUDGE HAULING	-2,285.17
TOTAL					-2,285.17
Bill Pmt -Check	38494	07/02/2024	EJ USA INC	1006a · UBB ENTERPRISE	
Bill		06/25/2024		5200 · VALVES	-642.00
TOTAL					-642.00
Bill Pmt -Check	38495	07/02/2024	ERA - ENVIRONMENTAL RESOURCE ASSOCIATES	1006a · UBB ENTERPRISE	

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**THREE LAKES WATER & SANITATION DISTRICT**  
**Check Detail - Enterprise Fund**  
**July 2024**

Type	Num	Date	Name	Account	Paid Amount
Bill		06/24/2024		5148 · LAB - DRINKING WATER	-1,496.61
TOTAL					-1,496.61
<b>Bill Pmt -Check</b>	<b>38496</b>	<b>07/02/2024</b>	<b>EXECUTECH</b>	<b>1006a · UBB ENTERPRISE</b>	
Bill		06/18/2024		5061 · COMPUTERS / PRINTERS	-830.00
				5161 · COMPUTERS / PRINTERS	-430.00
				5061 · COMPUTERS / PRINTERS	-54.29
				5161 · COMPUTERS / PRINTERS	-51.28
TOTAL					-1,365.57
<b>Bill Pmt -Check</b>	<b>38497</b>	<b>07/02/2024</b>	<b>Hilly-Lawn Gardening Services</b>	<b>1006a · UBB ENTERPRISE</b>	
Bill		07/01/2024		5170 · PROPERTY REPAIR & MAINTENANCE	-165.00
TOTAL					-165.00
<b>Bill Pmt -Check</b>	<b>38499</b>	<b>07/02/2024</b>	<b>MOUNTAIN PARKS ELECTRIC INC</b>	<b>1006a · UBB ENTERPRISE</b>	
Bill		06/24/2024		5208 · PLANT - UTILITIES	-13,576.64
				5198 · UTILITIES - GARAGES (2 EACH)	-61.62
				5090 · UTILITIES - ADMIN BLDG	-411.15
				5198 · UTILITIES - GARAGES (2 EACH)	-150.24
				5197 · UTILITIES - LIFT STATIONS	-7,777.81
TOTAL					-21,977.46
<b>Bill Pmt -Check</b>	<b>38500</b>	<b>07/02/2024</b>	<b>NAPA AUTO PARTS</b>	<b>1006a · UBB ENTERPRISE</b>	
Bill		06/10/2024		5195 · TRUCK REPAIR & MAINTENANCE	-54.97
				5195 · TRUCK REPAIR & MAINTENANCE	-304.87
				5195 · TRUCK REPAIR & MAINTENANCE	-114.16
				5195 · TRUCK REPAIR & MAINTENANCE	-129.67
				5195 · TRUCK REPAIR & MAINTENANCE	-11.97
				5195 · TRUCK REPAIR & MAINTENANCE	-6.49
TOTAL					-622.13
<b>Bill Pmt -Check</b>	<b>38501</b>	<b>07/02/2024</b>	<b>PEAK FACILITATION GROUP</b>	<b>1006a · UBB ENTERPRISE</b>	
Bill		06/18/2024		5037 · DIRECTOR WAGES and EXPENSES	-2,110.61



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**THREE LAKES WATER & SANITATION DISTRICT**  
**Check Detail - Enterprise Fund**  
 July 2024

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-2,110.61
Bill Pmt -Check	38502	07/02/2024	POLYDYNE INC	1006a · UBB ENTERPRISE	
Bill		06/24/2024		5206 · PLANT - CHEMICALS	-10,420.08
TOTAL					-10,420.08
Bill Pmt -Check	38503	07/02/2024	SGS NORTH AMERICA INC.	1006a · UBB ENTERPRISE	
Bill		06/24/2024		5149 · PLANT - LAB	-514.44
TOTAL					-514.44
Bill Pmt -Check	38504	07/02/2024	UNCC - UTILITY NOTIFICATION CENTER	1006a · UBB ENTERPRISE	
Bill		06/24/2024		5150 · LOCATES	-130.14
TOTAL					-130.14
Bill Pmt -Check	38505	07/02/2024	USA BLUE BOOK	1006a · UBB ENTERPRISE	
Bill		06/19/2024		5148 · LAB - DRINKING WATER	-126.89
TOTAL					-126.89
Bill Pmt -Check	38506	07/02/2024	SASQUATCH ALARMS & COMMUNICATIONS INC.	1006a · UBB ENTERPRISE	
Bill		07/02/2024		5050 · EQUIPMENT/MAINTENANCE AGREEM...	-190.12
				5169 · PLANT - REPAIRS & MAINTENANCE	-190.13
TOTAL					-380.25
Bill Pmt -Check	38507	07/02/2024	UV SALES	1006a · UBB ENTERPRISE	
Bill		07/02/2024		5169 · PLANT - REPAIRS & MAINTENANCE	-2,175.00
TOTAL					-2,175.00
Bill Pmt -Check	38508	07/02/2024	MOSES, WITTEMYER, HARRISON, & WOODRUFF	1006a · UBB ENTERPRISE	
Bill		06/12/2024		5067 · LEGAL SERVICE & CONSULTING	-5,377.30
				5067 · LEGAL SERVICE & CONSULTING	-1,016.40

THREE LAKES WATER & SANITATION DISTRICT  
Check Detail - Enterprise Fund  
July 2024

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-6,393.70
Bill Pmt -Check	38509	07/29/2024	BROWNS HILL ENGINEERING & CONTROLS, LLC	1006a · UBB ENTERPRISE	
Bill		07/08/2024		5169 · PLANT - REPAIRS & MAINTENANCE	-380.00
TOTAL					-380.00
Bill Pmt -Check	38510	07/30/2024	THE GRAND KNUT, LLC	1006a · UBB ENTERPRISE	
Bill		06/30/2024		5070 · REPAIRS & MAINTENANCE	-200.00
				5169 · PLANT - REPAIRS & MAINTENANCE	-200.00
TOTAL					-400.00

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Accrual Basis

**THREE LAKES WATER & SANITATION DISTRICT**  
**Account QuickReport**  
As of July 31, 2024

Type	Date	Num	Split	Amount
<b>1006 · UNITED BUSINESS BANK</b>				
<b>1006a · UBB ENTERPRISE</b>				
Paycheck	07/02/2024	DD	-SPLIT-	-3,702.81
Paycheck	07/02/2024	DD	-SPLIT-	-2,124.46
Paycheck	07/02/2024	DD	-SPLIT-	-2,478.27
Paycheck	07/02/2024	DD	-SPLIT-	-2,418.50
Paycheck	07/02/2024	DD	-SPLIT-	-3,449.75
Paycheck	07/16/2024	DD	-SPLIT-	-3,500.74
Paycheck	07/16/2024	DD	-SPLIT-	-3,841.26
Paycheck	07/16/2024	DD	-SPLIT-	-2,291.94
Paycheck	07/16/2024	DD	-SPLIT-	-2,646.77
Paycheck	07/16/2024	DD	-SPLIT-	-2,218.60
Paycheck	07/30/2024	DD	-SPLIT-	-3,500.75
Paycheck	07/30/2024	DD	-SPLIT-	-3,340.00
Paycheck	07/30/2024	DD	-SPLIT-	-2,262.26
Paycheck	07/30/2024	DD	-SPLIT-	-2,548.88
Paycheck	07/30/2024	DD	-SPLIT-	-2,331.43
Total 1006a · UBB ENTERPRISE				-42,656.42
<b>1006b · UBB GOVERNMENT</b>				
Paycheck	07/02/2024	DD	-SPLIT-	-2,383.69
Paycheck	07/02/2024	DD	-SPLIT-	-3,958.41
Paycheck	07/16/2024	DD	-SPLIT-	-2,417.37
Paycheck	07/16/2024	DD	-SPLIT-	-4,019.63
Paycheck	07/30/2024	DD	-SPLIT-	-2,436.37
Paycheck	07/30/2024	DD	-SPLIT-	-4,019.64
Total 1006b · UBB GOVERNMENT				-19,235.11
Total 1006 · UNITED BUSINESS BANK				-61,891.53
<b>TOTAL</b>				<b>-61,891.53</b>

**THREE LAKES WATER & SANITATION DISTRICT**  
**Profit & Loss Budget Performance - Enterprise Fund**  
July 2024

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08/08/2024  
Accrual Basis

	<u>Jul 24</u>	<u>Jan - Jul 24</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense				
Income				
IGA-INTERGOVERNMENTAL AGREEMENTS				
4040 · COLUMBINE LAKE WATER IGA	5,929.00	41,563.51	55.97%	74,256.00
4047 · NORTH SHORE WATER IGA	3,937.00	27,559.00	54.85%	50,244.00
4050 · GRAND LAKE METRO DISTRICT IGA	107.00	749.00	55.73%	1,344.00
Total IGA-INTERGOVERNMENTAL AGREEMENTS	9,973.00	69,871.51	55.52%	125,844.00
4005 · SEWER USER FEES & PENALTIES	588,107.01	1,766,600.64	74.65%	2,366,376.00
4010 · CONNECTION / INSPECTION PERMITS	0.00	550.00	146.67%	375.00
4030 · LAB REVENUE	450.00	7,565.00	30.88%	24,500.00
4200 · SEWER TAP FEES	0.00	351,750.00	223.33%	157,500.00
4201 · Valves income	0.00	2,065.20	68.84%	3,000.00
4300 · INTEREST EARNED	34,110.76	221,811.92	80.81%	274,500.00
4900 · MISCELLANEOUS REVENUE	0.00	311.00	3.89%	8,000.00
4910 · Returned Check Charges	-100.00	-420.00	100.0%	0.00
Total Income	632,540.77	2,420,105.27	81.76%	2,960,095.00
Gross Profit	632,540.77	2,420,105.27	81.76%	2,960,095.00
Expense				
ADMINISTRATIVE EXPENSES				
BOARD OF DIRECTOR FEES/EXPENSES				
5037 · DIRECTOR WAGES and EXPENSES	0.00	5,830.46	36.1%	16,150.00
5038 · DIRECTOR TAXES - SOC SEC/MEDICA	0.00	379.44	102.0%	372.00
Total BOARD OF DIRECTOR FEES/EXPENSES	0.00	6,209.90	37.59%	16,522.00
OFFICE EXPENSES				
5025 · BANK SERVICE CHARGES	0.00	-1,228.20	-409.4%	300.00
5040 · DUES / SEMINARS / TRAINING	0.00	415.00	13.83%	3,000.00
5050 · EQUIPMENT/MAINTENANCE AGREEMENT	390.10	1,780.35	34.91%	5,100.00
5060 · POSTAGE & BOX RENT	5.08	4,042.48	67.38%	6,000.00
5061 · COMPUTERS / PRINTERS	1,164.98	12,440.78	51.84%	24,000.00

	<b>Jul 24</b>	<b>Jan - Jul 24</b>	<b>% of Budget</b>	<b>Annual Budget</b>
5062 · PRINTING & PUBLICATIONS	0.00	0.00	0.0%	1,700.00
5063 · RECORDING FEES	0.00	38.00	19.0%	200.00
5070 · REPAIRS & MAINTENANCE	500.00	2,400.00	40.68%	5,900.00
5075 · TELEPHONE/INTERNET	529.81	2,364.68	46.96%	5,036.00
5090 · UTILITIES - ADMIN BLDG	317.26	4,412.38	58.05%	7,601.00
5170 · PROPERTY REPAIR & MAINTENANCE	8,410.51	97,161.88	180.43%	53,850.00
<b>Total OFFICE EXPENSES</b>	<b>11,317.74</b>	<b>123,827.35</b>	<b>109.89%</b>	<b>112,687.00</b>
5023 · ACCOUNTANT SERVICES	0.00	7,700.00	100.0%	7,700.00
5047 · INSURANCE EXPENSE	0.00	0.00	0.0%	69,502.00
5065 · AUDIT & CONSULTING	0.00	0.00	0.0%	13,125.00
5067 · LEGAL SERVICE & CONSULTING	109.00	45,077.01	90.15%	50,000.00
5202 · WATER RIGHTS	0.00	0.00	0.0%	2,000.00
<b>Total ADMINISTRATIVE EXPENSES</b>	<b>11,426.74</b>	<b>182,814.26</b>	<b>67.33%</b>	<b>271,536.00</b>
<b>OPERATIONS EXPENSES</b>				
<b>FIELD EXPENSES</b>				
5140 · EQUIPMENT REPAIR & MAINTENANCE	0.00	1,316.52	26.33%	5,000.00
5147 · FUEL EXPENSE	1,332.85	8,189.25	32.76%	25,000.00
5150 · LOCATES	0.00	274.62	13.73%	2,000.00
5195 · TRUCK REPAIR & MAINTENANCE	0.00	891.02	12.73%	7,000.00
5197 · UTILITIES - LIFT STATIONS	7,497.27	46,364.56	53.17%	87,203.00
<b>Total FIELD EXPENSES</b>	<b>8,830.12</b>	<b>57,035.97</b>	<b>45.19%</b>	<b>126,203.00</b>
<b>OFFICE/SHOP EXPENSES</b>				
5076 · CELL PHONE	98.90	494.40	32.96%	1,500.00
5136 · DUES / TRAINING /PUBLICATIONS	0.00	200.00	4.0%	5,000.00
5160 · OFFICE SUPPLIES	0.00	0.00	0.0%	1,000.00
5161 · COMPUTERS / PRINTERS	384.01	5,723.16	53.69%	10,660.00
5167 · PERMITS & LICENSES	0.00	1,088.28	10.88%	10,000.00
5183 · SHOP SUPPLIES	111.64	796.56	19.91%	4,000.00
5192 · TOOLS	83.69	2,271.66	45.43%	5,000.00
5196 · UNIFORM EXPENSES	0.00	38.01	1.52%	2,500.00
5198 · UTILITIES - GARAGES (2 EACH)	149.54	1,423.87	47.94%	2,970.00
<b>Total OFFICE/SHOP EXPENSES</b>	<b>827.78</b>	<b>12,035.94</b>	<b>28.23%</b>	<b>42,630.00</b>

	<b>Jul 24</b>	<b>Jan - Jul 24</b>	<b>% of Budget</b>	<b>Annual Budget</b>
<b>PAYROLL EXPENSES - OPERATIONS</b>				
5120 · PAYROLL WAGES	54,943.13	264,694.45	52.8%	501,348.00
5121 · ICMA 401 - EMPLOYEE PENSION	3,868.24	18,500.06	53.48%	34,593.00
5122 · ICMA 457 - EMPLOYEE RETIREMENT	4,227.44	20,217.94	53.48%	37,805.00
5123 · MEDICARE TAX	1,248.37	6,278.76	86.37%	7,270.00
5125 · STATE UNEMPLOYMENT TAX	17.90	314.00	20.88%	1,504.00
5134 · DENTAL INSURANCE	558.40	2,648.82	48.41%	5,472.00
5135 · DISABILITY INSURANCE	488.88	2,142.92	42.23%	5,075.00
5145 · HEALTH & LIFE INSURANCE	12,830.64	55,261.28	49.26%	112,177.00
5146 · FAMLI OPERATIONS	0.00	0.00	0.0%	2,256.00
<b>Total PAYROLL EXPENSES - OPERATIONS</b>	<b>78,183.00</b>	<b>370,058.23</b>	<b>52.31%</b>	<b>707,500.00</b>
<b>TREATMENT PLANT</b>				
5169 · PLANT - REPAIRS & MAINTENANCE	5,440.42	17,902.51	14.92%	120,000.00
5206 · PLANT - CHEMICALS	349.80	41,127.24	42.84%	96,000.00
5207 · PLANT - TELEPHONE	0.00	0.00	0.0%	1,100.00
5208 · PLANT - UTILITIES	15,223.59	100,964.90	48.08%	210,000.00
<b>Total TREATMENT PLANT</b>	<b>21,013.81</b>	<b>159,994.65</b>	<b>37.46%</b>	<b>427,100.00</b>
5138 · ENGINEERING - GENERAL	0.00	30,742.25	153.71%	20,000.00
5152 · MISCELLANEOUS EXPENSE	0.00	0.00	0.0%	1,000.00
5162 · SCADA SOFTWARE/EQUIPMENT LEASE	3,176.09	18,797.21	85.44%	22,000.00
5190 · SYSTEM REPAIR & MAINTENANCE	9,051.70	52,753.91	43.96%	120,000.00
5200 · VALVES	0.00	642.00	9.17%	7,000.00
<b>Total OPERATIONS EXPENSES</b>	<b>121,082.50</b>	<b>702,060.16</b>	<b>47.65%</b>	<b>1,473,433.00</b>
<b>Z OPERATING EXPENSES</b>				
5148 · LAB - DRINKING WATER	2,732.37	11,200.34	112.0%	10,000.00
5149 · PLANT - LAB	1,653.75	14,103.21	35.26%	40,000.00
5185 · PLANT - SLUDGE HAULING	4,523.13	29,069.28	47.89%	60,707.00
<b>Total Z OPERATING EXPENSES</b>	<b>8,909.25</b>	<b>54,372.83</b>	<b>49.11%</b>	<b>110,707.00</b>
<b>Total Expense</b>	<b>141,418.49</b>	<b>939,247.25</b>	<b>50.62%</b>	<b>1,855,676.00</b>
<b>Net Ordinary Income</b>	<b>491,122.28</b>	<b>1,480,858.02</b>	<b>134.09%</b>	<b>1,104,419.00</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				

	<b>Jul 24</b>	<b>Jan - Jul 24</b>	<b>% of Budget</b>	<b>Annual Budget</b>
6400 · Systems Improvements	0.00	13,146.09	5.26%	250,000.00
6420 · VEHICLE PURCHASE	0.00	0.00	0.0%	0.00
6430 · COPPER LOAN PRINCIPAL	0.00	0.00	0.0%	144,098.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>13,146.09</b>	<b>3.34%</b>	<b>394,098.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-13,146.09</b>	<b>3.34%</b>	<b>-394,098.00</b>
<b>Net Income</b>	<b>491,122.28</b>	<b>1,467,711.93</b>	<b>206.63%</b>	<b>710,321.00</b>

**THREE LAKES WATER & SANITATION DISTRICT**  
**Profit & Loss Budget Performance - Government Fund**  
**July 2024**

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08/08/2024  
Accrual Basis

	<u>Jul 24</u>	<u>Jan - Jul 24</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense				
Income				
MILL LEVY				
4110 · PROPERTY TAX - ADMINISTRATION	51,354.38	360,292.31	131.3%	274,405.00
4120 · SPECIFIC OWNERSHIP TAX	1,231.14	7,858.14	56.13%	14,000.00
4130 · DELINQUENT TAX	2.58	3.81	0.27%	1,400.00
4310 · INTEREST EARNED - COUNTY	69.59	70.82	14.16%	500.00
Total MILL LEVY	<u>52,657.69</u>	<u>368,225.08</u>	<u>126.84%</u>	<u>290,305.00</u>
Total Income	<u>52,657.69</u>	<u>368,225.08</u>	<u>126.84%</u>	<u>290,305.00</u>
Gross Profit	<u>52,657.69</u>	<u>368,225.08</u>	<u>126.84%</u>	<u>290,305.00</u>
Expense				
ADMINISTRATIVE EXPENSES				
PAYROLL EXPENSES - ADMIN				
5015 · PAYROLL WAGES	25,034.55	132,847.16	63.68%	208,622.00
5016 · ICMA 457 - EMPLOYEE RETIREMENT	1,890.90	10,119.23	65.84%	15,370.00
5017 · MEDICARE TAX	0.00	0.00	0.0%	3,025.00
5019 · STATE UNEMPLOYMENT TAX	0.00	1,970.00	314.7%	626.00
5021 · ICMA 401 - EMPLOYEE PENSION	1,730.22	9,259.35	65.84%	14,064.00
5045 · HEALTH & LIFE INSURANCE	3,958.66	27,716.28	58.34%	47,507.00
5048 · DENTAL INSURANCE - ADMIN	192.00	1,344.00	58.33%	2,304.00
5049 · DISABILITY INSURANCE	132.98	799.94	38.78%	2,063.00
5056 · FAMLI ADMIN	0.00	0.00	0.0%	939.00
PAYROLL EXPENSES - ADMIN - Other	<u>0.00</u>	<u>1,542.00</u>		
Total PAYROLL EXPENSES - ADMIN	<u>32,939.31</u>	<u>185,597.96</u>	<u>63.02%</u>	<u>294,520.00</u>
5018 · CAR ALLOWANCE / MILEAGE - ADMIN	20.10	340.49	34.05%	1,000.00
5030 · CNTY TREASURER FEES - MILL LEVY				
5030a · Cty Treas Fees Mill Levy (Ent)	0.00	730.85		
5030b · Cty Treas Fee Mill Levy (Govt)	<u>2,571.34</u>	<u>16,080.75</u>	<u>123.7%</u>	<u>13,000.00</u>



	<b>Jul 24</b>	<b>Jan - Jul 24</b>	<b>% of Budget</b>	<b>Annual Budget</b>
<b>Total 5030 · CNTY TREASURER FEES - MILL LEVY</b>	2,571.34	16,811.60	129.32%	13,000.00
<b>5042 · ELECTION EXPENSE</b>	0.00	0.00	0.0%	0.00
<b>5055 · MISCELLANEOUS EXPENSE</b>	0.00	0.00	0.0%	2,500.00
<b>5057 · OFFICE SUPPLIES</b>	16.98	102.14	3.41%	3,000.00
<b>Total ADMINISTRATIVE EXPENSES</b>	<b>35,547.73</b>	<b>202,852.19</b>	<b>64.6%</b>	<b>314,020.00</b>
<b>Total Expense</b>	<b>35,547.73</b>	<b>202,852.19</b>	<b>64.6%</b>	<b>314,020.00</b>
<b>Net Ordinary Income</b>	<b>17,109.96</b>	<b>165,372.89</b>	<b>-697.34%</b>	<b>-23,715.00</b>
<b>Net Income</b>	<b>17,109.96</b>	<b>165,372.89</b>	<b>-697.34%</b>	<b>-23,715.00</b>

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08/08/24

Accrual Basis

# THREE LAKES WATER & SANITATION DISTRICT

## Balance Sheet Prev Year Comparison

As of July 31, 2024

	Jul 31, 24	Jul 31, 23	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1004 - PETTY CASH	400.00	400.00	0.00	0.0%
1005 - CASH WITH TREASURER	1,260.56	0.00	1,260.56	100.0%
1006 - UNITED BUSINESS BANK				
1006a - UBB ENTERPRISE	656,289.78	560,482.91	95,806.87	17.1%
1006b - UBB GOVERNMENT	52,162.06	0.00	52,162.06	100.0%
1006 - UNITED BUSINESS BANK - Other	286.40	0.00	286.40	100.0%
<b>Total 1006 - UNITED BUSINESS BANK</b>	<b>708,738.24</b>	<b>560,482.91</b>	<b>148,255.33</b>	<b>26.5%</b>
<b>1009 - COLO TRUST</b>				
1009a - COLOTRUST - CASH AVAILABLE	3,996,831.55	3,356,039.03	640,792.52	19.1%
1009b - COLO TRUST - GOVT RESERVE	10,000.00	10,000.00	0.00	0.0%
1009c - COLO TRUST - OPERATING RESERVE	1,708,605.00	1,708,605.00	0.00	0.0%
1009d - COLO TRUST - CWRPDA RESTRICTED	380,000.00	380,000.00	0.00	0.0%
1009e - COLO TRUST - CWRPDA RESTRICTED2	370,000.00	370,000.00	0.00	0.0%
1009f - COLO TRUST - GOVT FUND	188,453.45	188,453.45	0.00	0.0%
1009 - COLO TRUST - Other	717,941.28	0.00	717,941.28	100.0%
<b>Total 1009 - COLO TRUST</b>	<b>7,371,831.28</b>	<b>6,013,097.48</b>	<b>1,358,733.80</b>	<b>22.6%</b>
<b>1010 - CSAFE</b>				
1010a - C-SAFE - CASH AVAILABLE	34,156.42	33,384.86	771.56	2.3%
1010 - CSAFE - Other	1,090.77	0.00	1,090.77	100.0%
<b>Total 1010 - CSAFE</b>	<b>35,247.19</b>	<b>33,384.86</b>	<b>1,862.33</b>	<b>5.6%</b>
<b>1028 - GRAND COUNTY IGA ESCROW FUND</b>				
1028a - UBB- ESCROW	10,080.76	20,732.16	-10,651.40	-51.4%
1028 - GRAND COUNTY IGA ESCROW FUND - Other	-40.45	0.00	-40.45	-100.0%
<b>Total 1028 - GRAND COUNTY IGA ESCROW FUND</b>	<b>10,040.31</b>	<b>20,732.16</b>	<b>-10,691.85</b>	<b>-51.6%</b>
<b>Total Checking/Savings</b>	<b>8,127,517.58</b>	<b>6,628,097.41</b>	<b>1,499,420.17</b>	<b>22.6%</b>
<b>Accounts Receivable</b>				
1040 - A/R - CERTIFIED TO COUNTY	1,840.17	9,188.37	-7,348.20	-80.0%
1045 - A/R - OTHER	16,610.79	465.40	16,145.39	3,469.1%
1060 - PROPERTY TAXES RECEIVABLE	274,638.00	258,376.00	16,262.00	6.3%
<b>Total Accounts Receivable</b>	<b>293,088.96</b>	<b>268,029.77</b>	<b>25,059.19</b>	<b>9.4%</b>
<b>Other Current Assets</b>				
1003 - UNDEPOSITIED FUNDS	0.00	180.00	-180.00	-100.0%
1030 - A/R - USER FEES	126,646.29	120,069.97	6,576.32	5.5%
1070 - PREPAID INSURANCE	68,338.00	66,811.50	1,526.50	2.3%
1160 - INVENTORY - SHOP SUPPLIES	28,697.59	28,697.59	0.00	0.0%
1165 - INVENTORY - LAB SUPPLIES	6,595.75	6,595.75	0.00	0.0%
1170 - DUE FROM NORTH SHORE WATER	-772.36	4.46	-776.82	-17,417.5%
1180 - DUE FROM COLUMBINE LAKE WATER	-952.99	1,791.79	-2,744.78	-153.2%
<b>Total Other Current Assets</b>	<b>228,552.28</b>	<b>224,151.06</b>	<b>4,401.22</b>	<b>2.0%</b>
<b>Total Current Assets</b>	<b>8,649,158.82</b>	<b>7,120,278.24</b>	<b>1,528,880.58</b>	<b>21.5%</b>
<b>Fixed Assets</b>				
<b>FIXED ASSETS</b>				
1300 - Assets Not Depreciated	234,127.13	234,127.13	0.00	0.0%
1340 - UTILITY PLANT IN SERVICE	32,490,290.84	32,484,371.63	5,919.21	0.0%
1380 - OFFICE FUNITURE & EQUIPMENT	30,607.67	30,607.67	0.00	0.0%
1400 - PROPERTY IMPROVEMENTS	967,709.00	967,709.00	0.00	0.0%

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Accrual Basis

# THREE LAKES WATER & SANITATION DISTRICT

## Balance Sheet Prev Year Comparison

As of July 31, 2024

	Jul 31, 24	Jul 31, 23	\$ Change	% Change
1430 - CAD MAPS	194,759.33	194,759.33	0.00	0.0%
1450 - Plant Expansion	10,008,589.00	10,008,589.00	0.00	0.0%
1550 - Vehicles & Equipment	1,562,929.17	1,489,144.00	73,785.17	5.0%
<b>Total FIXED ASSETS</b>	<b>45,489,012.14</b>	<b>45,409,307.76</b>	<b>79,704.38</b>	<b>0.2%</b>
1691 - LESS ACCUMULATED DEPRECIATION	-29,158,636.30	-28,299,523.74	-859,112.56	-3.0%
<b>Total Fixed Assets</b>	<b>16,330,375.84</b>	<b>17,109,784.02</b>	<b>-779,408.18</b>	<b>-4.6%</b>
<b>Other Assets</b>				
1870 - SECURITY DEPOSITS	177,753.00	7,283.00	170,470.00	2,340.7%
<b>Total Other Assets</b>	<b>177,753.00</b>	<b>7,283.00</b>	<b>170,470.00</b>	<b>2,340.7%</b>
<b>TOTAL ASSETS</b>	<b>25,157,287.66</b>	<b>24,237,345.26</b>	<b>919,942.40</b>	<b>3.8%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2005 - ACCOUNTS PAYABLE	44,609.61	42,613.18	1,996.43	4.7%
<b>Total Accounts Payable</b>	<b>44,609.61</b>	<b>42,613.18</b>	<b>1,996.43</b>	<b>4.7%</b>
<b>Other Current Liabilities</b>				
<b>CURRENT LIABILITIES</b>				
<b>PAYROLL LIABILITIES</b>				
2011 - MEDICARE TAX PAYABLE	2,496.74	0.00	2,496.74	100.0%
2020 - FEDERAL WITHHOLDING TAX PAYABLE	9,311.00	0.00	9,311.00	100.0%
2030 - STATE WITHHOLDING TAX PAYABLE	7,122.00	3,611.00	3,511.00	97.2%
2040 - STATE UNEMPLOYMENT TAX PAYABLE	289.50	-351.17	640.67	182.4%
2050 - ICMA 457 PAYABLE	5,214.49	2,256.21	2,958.28	131.1%
2055 - ICMA 401 PAYABLE	3,724.91	1,564.28	2,160.63	138.1%
2056 - ROTH PAYABLE	500.00	0.00	500.00	100.0%
2070 - HEALTH, ETC INSURANCE PAYABLE	2.01	-16,714.05	16,716.06	100.0%
2100 - WAGES PAYABLE - ACCRUED	21,725.87	0.00	21,725.87	100.0%
2110 - VACATION PAYABLE - ACCRUED	43,365.62	0.00	43,365.62	100.0%
2150 - SICK PAY PAYABLE	22,819.20	-19,360.16	42,179.36	217.9%
PAYROLL LIABILITIES - Other	42.00	0.00	42.00	100.0%
<b>Total PAYROLL LIABILITIES</b>	<b>116,613.34</b>	<b>-28,993.89</b>	<b>145,607.23</b>	<b>502.2%</b>
2200 - DEFERRED PROPERTY TAXES	274,638.00	258,376.00	16,262.00	6.3%
2210 - UNEARNED USER FEES	17,269.48	29,270.31	-12,000.83	-41.0%
<b>Total CURRENT LIABILITIES</b>	<b>408,520.82</b>	<b>258,652.42</b>	<b>149,868.40</b>	<b>57.9%</b>
<b>Total Other Current Liabilities</b>	<b>408,520.82</b>	<b>258,652.42</b>	<b>149,868.40</b>	<b>57.9%</b>
<b>Total Current Liabilities</b>	<b>453,130.43</b>	<b>301,265.60</b>	<b>151,864.83</b>	<b>50.4%</b>
<b>Long Term Liabilities</b>				
<b>LONG TERM LIABILITIES</b>				
2190 - CWRPDA INTEREST PAYABLE	15,046.00	0.00	15,046.00	100.0%
2505A - CWRPDA LOAN PAYABLE	1,180,612.46	1,316,478.02	-135,865.56	-10.3%
2505B - CWRPDA LOAN PAYABLE-COPPER	2,742,739.33	2,780,037.78	-37,298.45	-1.3%
<b>Total LONG TERM LIABILITIES</b>	<b>3,938,397.79</b>	<b>4,096,515.80</b>	<b>-158,118.01</b>	<b>-3.9%</b>
<b>Total Long Term Liabilities</b>	<b>3,938,397.79</b>	<b>4,096,515.80</b>	<b>-158,118.01</b>	<b>-3.9%</b>
<b>Total Liabilities</b>	<b>4,391,528.22</b>	<b>4,397,781.40</b>	<b>-6,253.18</b>	<b>-0.1%</b>
<b>Equity</b>				
<b>FUND BALANCE</b>				
3103 - INVESTMENT IN CAPITAL ASSETS	12,928,107.07	12,928,107.07	0.00	0.0%

THREE LAKES WATER & SANITATION DISTRICT  
Balance Sheet Prev Year Comparison  
As of July 31, 2024

	Jul 31, 24	Jul 31, 23	\$ Change	% Change
3105 · UNRESERVED UNDESIG FUND BALANCE	5,473,729.07	5,473,729.07	0.00	0.0%
3115 · DESIGNATED FUND BALANCE	10,000.00	10,000.00	0.00	0.0%
Total FUND BALANCE	18,411,836.14	18,411,836.14	0.00	0.0%
32000 · RETAINED EARNINGS	763,909.36	261,111.89	502,797.47	192.6%
Net Income	1,590,013.94	1,166,615.83	423,398.11	36.3%
Total Equity	20,765,759.44	19,839,563.86	926,195.58	4.7%
TOTAL LIABILITIES & EQUITY	25,157,287.66	24,237,345.26	919,942.40	3.8%

**August 2024**

**Superintendent Report**

**Lift Stations /Call Outs:**

Grand Lake Lift Station is on one pump due to an electrical problem with one of the pumps. The pump is being repaired by Cogent who is our local pump rep.

All other lift stations are operating normally with regular checks and maintenance.

**Treatment Plant:**

Operating normally. We sent 1 large motive pump in for repair. We are still waiting to get it back from the repair shop but treatment at the plant remains good.

Weve had a control failure for one of the motive pumps. Parts are on order and will be installed by Browns Hill.

**Water Systems:**

North Shore: Operating normally. Yearly testing is occurring in August.

Columbine: Operating normally. Yearly testing is occurring in August.

**Other:**

The new SCADA system will be ready for install in the next couple weeks. Browns Hill Engineering and Controls has been working on it and just about completed everything on their end for set up so the transition should go smoothly.

Mike