



# St. Vrain Sanitation District

## 2025 Final Budget





# St. Vrain Sanitation District

## **Board of Directors**

Dan March - **President**

Josh Cook - **Vice President**

Ryan Freeman - **Treasurer**

Glen LaVanchy - **Secretary**

Kevin Feeley - **Director**

Lyons Gaddis - **Legal Counsel**

## **Budget Team**

Chris Kampmann - **District Manager**

Jon Peterson - **Finance Manager**

Heidi Hurtado - **Human Resources**

## **Department Heads**

Dan Feller - **District Engineer**

Jon Peterson - **Finance Manager**

Paul Bremser - **Plant Manager**

Taylor Giarritano - **Assistant Plant Manager**

**Adoption Date: December 12, 2024**



# St. Vrain Sanitation District

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# St. Vrain Sanitation District

## Introduction





# St. Vrain Sanitation District

## 2025 Budget Message

### Executive Summary

Thank you for your dedicated service to the St. Vrain Sanitation District. As a former Board member, I understand the complexities of your role and appreciate the importance of informed decision-making. Today, I'm pleased to present an overview of our progress over the past decade and outline our budget plans for 2025. By reflecting on our history, we can learn and grow, ensuring a successful future for our District. This budget reflects our focus on growth management, operational efficiency, and service enhancement, ensuring that the District remains prepared for future demands and regulatory changes.

For 2025, we are looking toward the future with new leadership in critical positions. The District has begun to utilize strategic engagement opportunities to allow the Board, leadership team, and staff to align collective goals with priorities essential to the District's future. These priorities include development, technology, staffing levels, and master planning.

In sharing the organization's history with you, it becomes evident that although we have continued to grow from a system and treatment perspective, our staffing levels have not grown in proportion to our operational expansion. This disparity has increased demands on our employees' skills and job duties. To address this, we are recommending the attached organizational structure for 2025. While we are excited to onboard new employees, our current administration and treatment buildings lack sufficient space to accommodate them. Therefore, the budget includes infrastructure investments to expand our facilities and support our staffing needs. We also anticipate formalizing a workforce plan to address areas of need in recruiting, training, and certification.

In the spirit of right-sizing our organizational staff, duties, and workspaces, we are proposing a 4% cost-of-living increase in addition to the previously presented salary market adjustments of 4% discussed at the September 2024 Board Meeting. This approach will allow us to retain and recruit the talent needed to perform at the level our customers—and you—expect.



# St. Vrain Sanitation District

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## History Overview (15-Year Look Back)

The St. Vrain Sanitation District has demonstrated resilience in the face of economic fluctuations, natural disasters, and significant growth over the past fifteen years. Our organizational structure and dedicated team have evolved to meet these challenges:

- **2010:** The economic downturn led to reduced growth and staffing adjustments. We maintained a lean workforce of 15–18, prioritizing cross-training and efficiency.
  - **2014:** The 2013 floods impacted our infrastructure, requiring significant repairs. However, growth rebounded, and our workforce increased to 18–20. Completing our 6 MGD plant expansion and headworks project positioned us for future demand.
  - **2016:** Robust growth led to increased labor demand. We focused on optimizing our facilities, investing in technology, and enhancing staff development.
  - **2018–2023:** This period saw sustained growth and strategic investment, including a significant treatment plant expansion (nearing completion) and ongoing technology upgrades. Staffing remained consistent at around 20.
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## 2025 Budget Highlights

The proposed 2025 budget reflects our commitment to fiscal responsibility, operational excellence, and sustainable growth. Here are the key highlights:

### Total Budget Growth

The operational budget is increasing by approximately \$900,000.



# St. Vrain Sanitation District

## Growth Projections

We anticipate continued growth, with an estimated increase of 400 SFEs in 2025. This growth will increase revenues from service fees and plant investment fees.

## Financial Health

Our financial position is strong, with healthy reserves. The 2025 budget is balanced, ensuring we can meet current obligations and plan for future needs.

## Infrastructure

- **Administration Building:** We are expanding our facilities to make a major investment in our Administration and Collections teams. This will provide the necessary space to accommodate new staff and improve operational efficiency.
- **Capital Improvement Plan (CIP):** Priority CIP projects include expanding treatment capacity, upgrading aging infrastructure, and adding new lift stations.
- **Asset Management:** We will continue implementing our asset management program and explore expanding technology into the collection system to enhance maintenance and planning.

## Staffing

- **Workforce Expansion:** We plan to add approximately three new employees to our team to meet increased service demands. We will hire two collection system operators and one treatment operator to meet service demands and maintain operational excellence.
- **Staff Development:** We will invest in training and professional development to enhance skills, promote safety, and support career advancement.



# St. Vrain Sanitation District

- **Compensation:** A 4% cost-of-living increase, performance-based adjustments, and a review of our benefits package to ensure competitiveness are proposed.

## Technology

- **IT Equipment and Cybersecurity:** The budget includes funding for IT infrastructure, cybersecurity oversight, and new technologies to improve operational efficiency and customer service. Cybersecurity measures will include continuous monitoring, vulnerability assessments, and staff training programs to mitigate risks.

## Regulatory

- **Regulatory Compliance:** We are committed to meeting all environmental regulations. The budget allocates resources for compliance initiatives, including monitoring, reporting, and program participation to meet new discharge limits. We will continue to seek cooperative opportunities to enhance compliance efforts.
- **Automation:** We will explore automation technologies that streamline reporting, minimize errors, and reduce reliance on manual data entry.

## Community

- **Outreach and Education:** We will continue to engage with the community through educational programs, public meetings, and local events.
- **Customer Support:** We will enhance our support services, including evaluating the customer experience and overall customer satisfaction.

## Strategic Planning

- **Long-Term Vision:** The 2025 budget aligns with our strategic plan, ensuring we are well-positioned for future challenges and opportunities.





# St. Vrain Sanitation District

- **Risk Management:** We will continue to assess and mitigate risks related to staff and infrastructure vulnerabilities.
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## **Conclusion**

The 2025 budget reflects our commitment to fiscal responsibility, operational excellence, and service to our community. Our organizational growth is critical to our success. By investing in our people and infrastructure, we can continue providing exceptional service.

I look forward to working with you to implement this budget and build a strong future for our District.

## **Recommendation**

I recommend the Board approve the proposed 2025 budget to secure the District's financial health and operational growth.

**Chris Kampmann**

District Manager



# St. Vrain Sanitation District



## OUR MISSION STATEMENT

**“Our mission is to protect public health by providing high-quality water reclamation through collection and treatment.”**

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## OUR VISION

**High-quality treatment that exceeds water quality standards.**

**Leadership investment in employee success, development, and retention.**

**An organization where people want to work.**

**Proactive planning for a successful and sustainable future.**

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## OUR VALUES

**Protecting Water      Public Health & Safety**

**Investing in our Employees**

**Our Community      Work Ethics and Integrity**

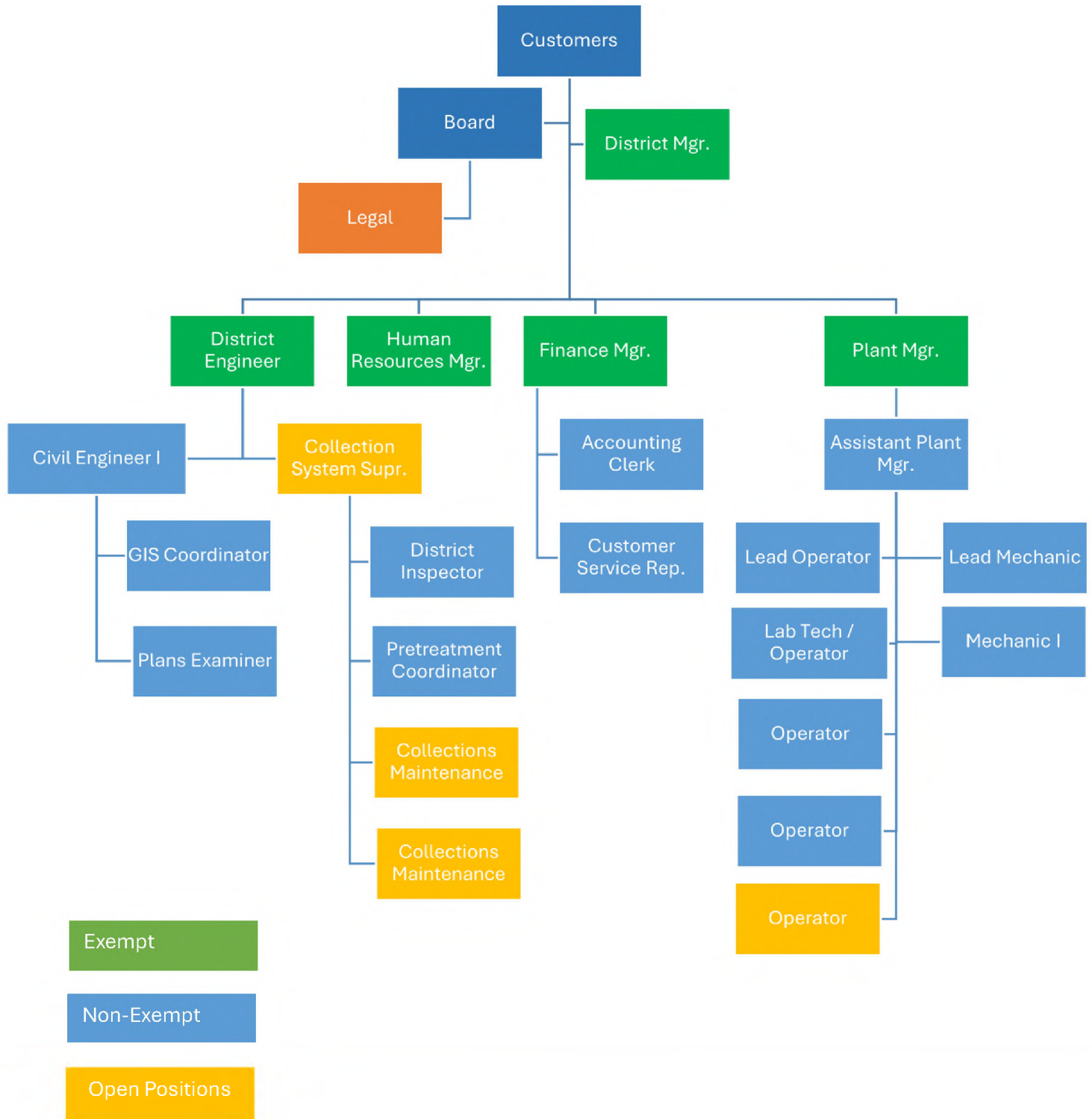
**Our Financial Responsibilities**

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# St. Vrain Sanitation District

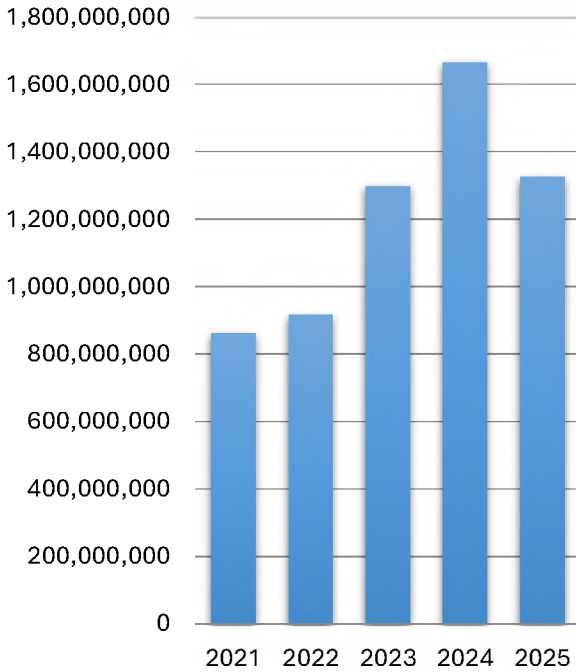
## 2025 District Organization Chart by Position



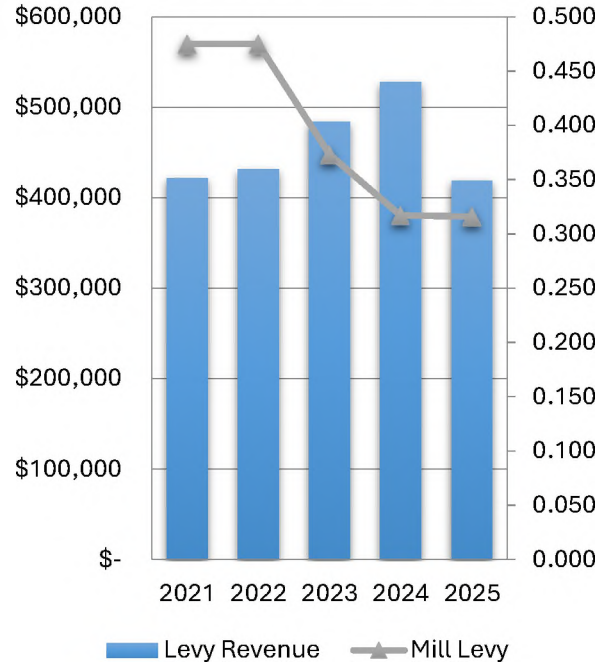


# St. Vrain Sanitation District

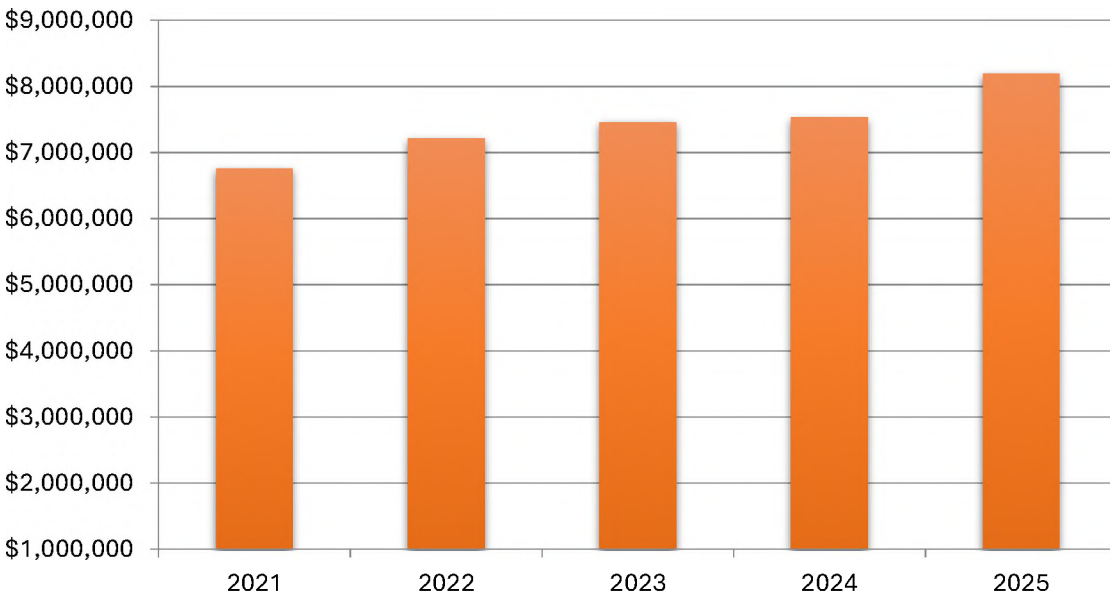
## Assessed Valuation



## Mill Levy Revenue



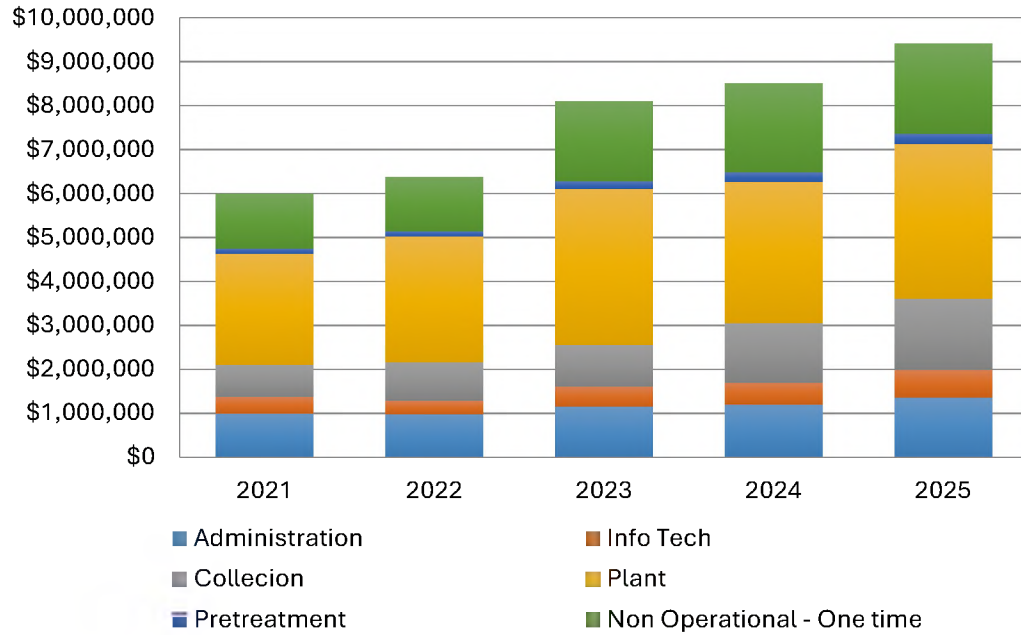
## Service Fee Revenue



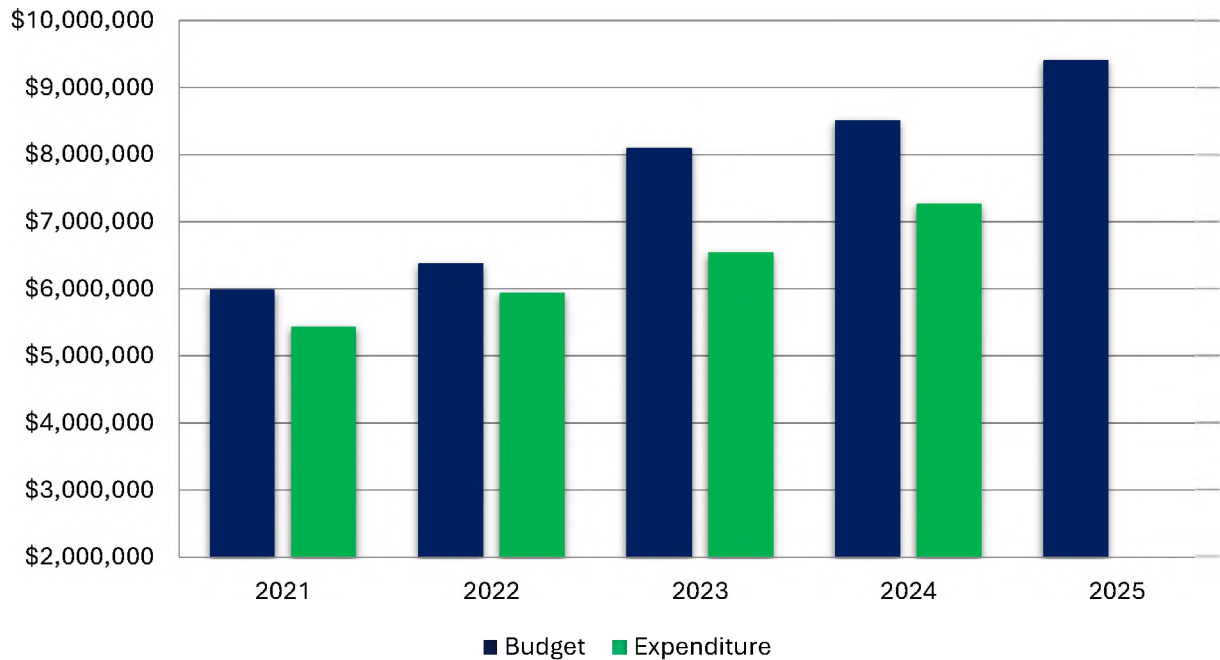


# St. Vrain Sanitation District

## Enterprise Budget History



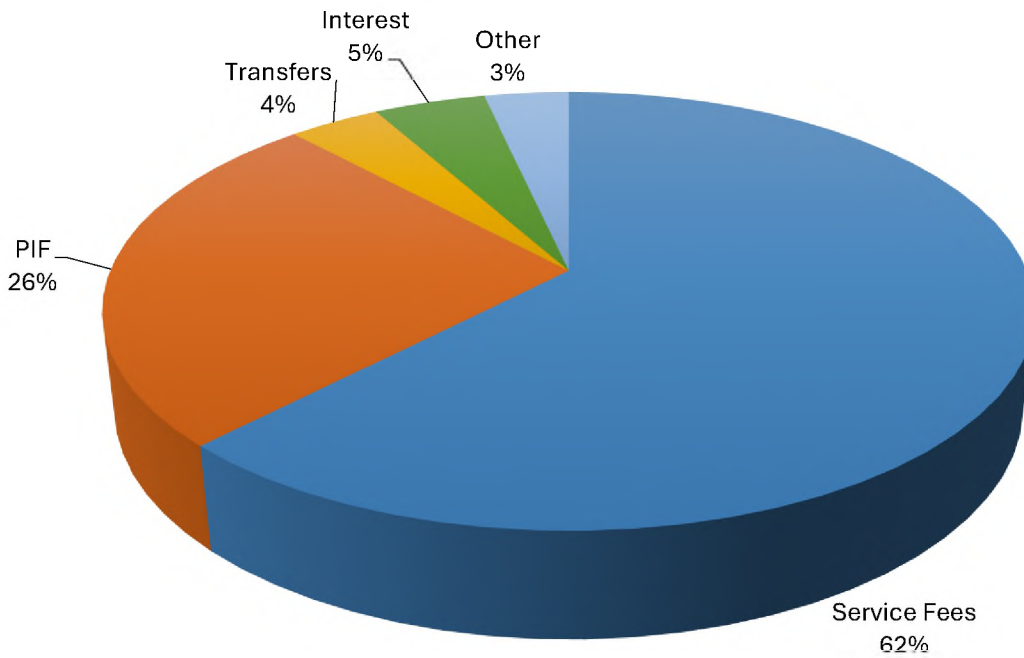
## Budget to Expenditure History



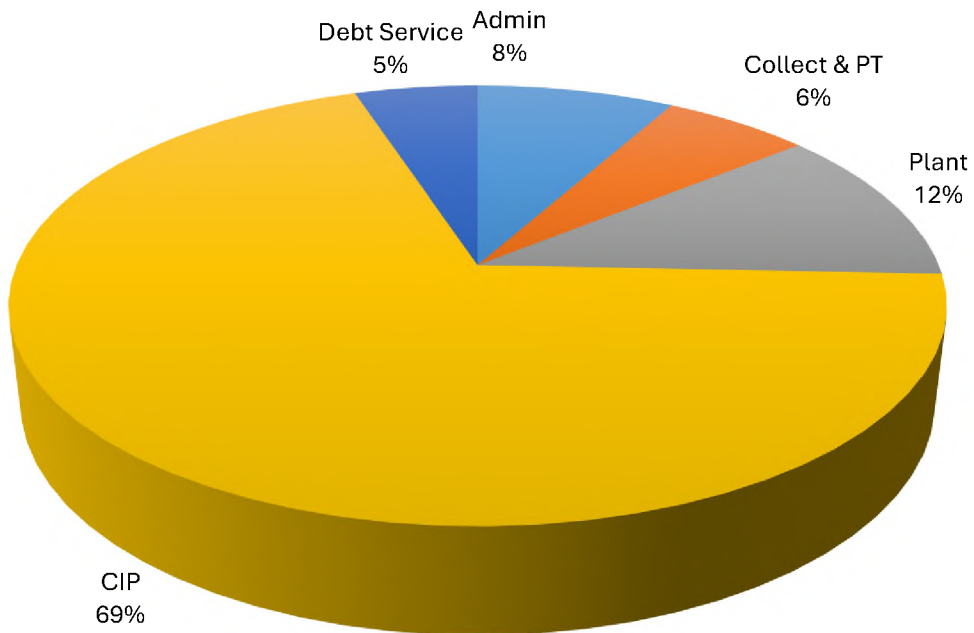


# St. Vrain Sanitation District

## Revenues by Source 2025



## Expenditures by Department 2025





# St. Vrain Sanitation District

## Governance Fund





# St. Vrain Sanitation District

## Governance Fund

The Governance Fund consists of all property tax revenue collected by the District. The expenditures in this fund help fund those items the Board of Directors is specifically responsible for, including District audits, legal fees related to the Board of Directors, setting goals and vision for the District, and Board Meeting expenses.

The board might consider moving excess funds to the construction fund or other funds, such as the replacement fund. Any such transfers would be limited on an annual basis to maintain enterprise status per state statutes.

The anticipated mill levy for 2025 is .316 mills.



ENTERPRISE BUDGET

	2023 ACTUAL	2024 BUDGET	2024 ESTIMATED YEAR END	2025 FINAL BUDGET	INCREASE/ DECREASE OVER ESTIMATE
<b>BEGINNING BALANCE</b>	<b>26,771,916</b>	<b>29,172,337</b>	<b>29,172,337</b>	<b>30,418,818</b>	<b>4.27%</b>
SERVICE FEES	7,194,697	7,247,364	7,701,616	7,912,912	2.74%
DRAINAGE DEBT SERVICE FEE	184,061	184,464	186,930	147,000	-21.36%
REFUNDS	-13,385		-44,982		-100.00%
ANNUAL REFUND DISCOUNT	-96,558	-105,000	-94,674		-100.00%
EXCESSIVE SURCHARGE	17,207	18,000	38,736	24,000	-38.04%
PERMITTED INDUST USER MSC	236,718	282,000	292,225	282,000	-3.50%
FINES COLLECTED	1,000	1,000	4,000	1,000	-75.00%
LATE FEES	141,459	132,000	157,343	140,000	-11.02%
COLLECTION FEES-LIEN	47,302	34,000	49,950	36,000	-27.93%
TRANSFER FEES	23,640	24,480	19,340	18,000	-6.93%
PLANT INVESTMENT FEES	3,381,120	2,051,000	2,737,000	3,400,000	24.22%
ROOTX/LINE MAINT FEES	570	600	920	750	-18.48%
MISC INCOME/FEES	57,166	15,480	12,509	12,720	1.69%
INCLUSION DEVELOPMENT FEES	2,400	4,800	3,600	4,800	33.33%
INDUSTRIAL WW PERMITS	3,750	3,750	9,938	12,000	20.75%
ZERO DISCHARGE PERMITS	1,500	1,500	500	1,500	200.00%
INSPECTION FEES	23,280	21,000	19,840	24,000	20.97%
INSPECTION GREASE/SOI	13,800	13,800	25,600	30,000	17.19%
MANHOLE/LINE TESTING FEES	3,067	2,400	5,746	3,600	-37.35%
PLAN REVIEW FEES	3,070	4,800	5,980	6,000	0.33%
INTEREST EARNED	475,362	329,900	660,556	609,200	-7.77%
OIL AND GAS PROCEEDS	258	240	265	120	-54.72%
TRANSFER FROM GOV'T FUND	500,000	500,000	500,000	500,000	0.00%
<b>TOTAL REVENUES FROM OPERATIONAL ACTIVITIES</b>	<b>12,201,484</b>	<b>10,767,578</b>	<b>12,292,938</b>	<b>13,165,602</b>	<b>7.10%</b>
<b><u>NONOPERATING REVENUE</u></b>					
FEMA REIMBURSEMENT	603,122				
CONTRACTOR LISC FEE	880	480	760	600	-21.05%
PIF RECOVERY					
<b>TOTAL NONOPER REVENUE</b>	<b>604,002</b>	<b>480</b>	<b>760</b>	<b>600</b>	<b>-21.05%</b>
<b>TOTAL REVENUES</b>	<b>12,805,486</b>	<b>10,768,058</b>	<b>12,293,698</b>	<b>13,166,202</b>	<b>7.10%</b>
<b>TOTAL REV &amp; BEGINNING BAL</b>	<b>39,577,402</b>	<b>39,940,395</b>	<b>41,466,035</b>	<b>43,585,020</b>	<b>5.11%</b>

ENTERPRISE BUDGET

	2023 ACTUAL	2024 BUDGET	2024 ESTIMATED YEAR END	2025 FINAL BUDGET	INCREASE/ DECREASE OVER ESTIMATE
<b>TOTAL REV &amp; BEGINNING BAL</b>	<b>39,577,402</b>	<b>39,940,395</b>	<b>41,466,035</b>	<b>43,585,020</b>	<b>5.11%</b>
<b><u>EXPENDITURES</u></b>					
ADMINISTRATION/IT	3,193,182	3,734,143	3,606,384	4,044,972	12.16%
ENGINEERING/COLLECTION/PT PLANT	889,724	1,555,768	1,067,569	1,851,432	73.43%
	2,461,704	3,221,596	2,594,965	3,509,819	35.25%
<b>TOTAL ALL OPERATING DEPARTMENTS</b>	<b>6,544,610</b>	<b>8,511,507</b>	<b>7,268,918</b>	<b>9,406,223</b>	<b>29.40%</b>
CAPITAL IMPROVEMENTS	3,860,455	20,450,000	3,778,299	21,210,000	461.36%
CONTINGENCY (3% OF REV)		323,042		394,986	
<b>TOTAL EXPENDITURES</b>	<b>10,405,065</b>	<b>29,284,549</b>	<b>11,047,217</b>	<b>31,011,209</b>	<b>180.72%</b>
<b>ENDING BALANCE</b>	<b>29,172,337</b>	<b>10,655,846</b>	<b>30,418,818</b>	<b>12,573,811</b>	<b>-58.66%</b>



# St. Vrain Sanitation District

## Enterprise Fund





# St. Vrain Sanitation District

## Enterprise Fund

The Enterprise Fund is our day-to-day operating fund for the District. It is the fund where all service fees from our customers are placed as well as funds for capital improvements and revenues from PIF (Plant investment fee) and where our expenses for the various departments are recorded. Our organization is made up of the following departments:

- Administration
- Collection/Pretreatment
- Plant

The capital costs are also allocated through this fund and are detailed in the CIP budget toward the end of the budget document.



# St. Vrain Sanitation District

## Revenue

Revenue in the Enterprise Fund is primarily generated through the monthly service fees levied at \$34.00 per RU (residential unit) per month (billed on a quarterly basis). Additional revenue streams are fees for inspections, plan reviews and other fees associated with development ensuring growth pays its fair share on related expenses. These fees cover the ongoing operations and maintenance of the organization. Other contributions to the revenue stream are derived from surcharge usage, special contractual arrangements and interest earned on District investments.

The District continues to collect a fee from customers for the drainage debt inherited from the regionalization and consolidation efforts in 2008. These fees are being collected to repay the District for retiring the debt that was assumed as a condition of the consolidation. By prepaying the debt, the district will reduce the repayment timeline by over 8 years thus passing along a savings to affected customers. The repayment of the loan originally scheduled for 2034 is scheduled to end in the third quarter of 2025.



# St. Vrain Sanitation District

## Revenue Highlights

The District continues to see strong growth potential and is projecting an additional 400 SFE's (single family equivalent) in 2025. The current PIF (plant investment fee) of \$8500 will contribute \$3,400,000 of revenue to be used for District growth related projects.

District available fund balance before expenditures (including reserves) is estimated to be \$43,585,020 in 2025. After expenditures and capital projects the ending fund balance is projected to be \$12,573,811.



# St. Vrain Sanitation District

## Administration & IT Highlights

The 2025 Administration budget for operations is similar to the 2024 year end with an estimated decrease of .01%. While in comparison to estimated expenses if flat, in comparison to 2024 actual Budget to Budget shows an increase to planned expenditures of 8.32%. The majority of the proposed increases are related to employment costs.

Non-operational expenses include the debt service payments on the District's 2020 refunding and revenue bonds. The District refunded the original 2010 revenue bonds in 2020, resulting in net present value savings of over 1.5 million. Debt service will increase .8% as we continue to pay down on bonded debt. The Budget also includes \$300,000 of Board directed contingency to allow flexibility to allocate funding for additional items in this budget.

Board Directed contingency is included to aid in offsetting any unforeseen expenditure needs as they arise. Potential needs will be vetted and presented to the Board for approval before being allocated.

The total 2025 Administration budget is \$4,044,972, which represents a 12.16% increase over 2024 estimated year-end.

ENTERPRISE BUDGET

**ADMINISTRATION**

	2023	2024	2024	2025 FINAL	INCREASE/ DECREASE OVER ESTIMATE
	ACUTAL	BUDGET	ESTIMATED YEAR END	BUDGET	
ADVERTISING/PUBLIC NOTICES	3,755	8,000	10,027	12,000	19.68%
ASSOCIATION DUES	2,400	2,400	2,400	2,400	0.00%
BANK SERVICE CHARGES	16,984	18,000	13,860	18,000	29.87%
CLEANING ADMIN BLDG	8,924	14,000	9,312	14,400	54.64%
CONFERENCE/SEMINAR/EDUC	3,603	21,000	11,548	21,000	81.85%
CONSULTANT FEES	0	0	5,600	5,000	-10.71%
CONTRACT SERVICES	38,759	36,000	36,830	53,000	43.90%
CREDIT CARD SERVICE CHGS	400	1,200	722	1,200	66.20%
DUES/SUBSCRIPTIONS	10,011	13,200	13,874	14,000	0.91%
EMPLOYEE BENEFITS	5,602	6,000	6,200	7,000	12.90%
EQUIPMENT M&R - ADMIN		600		600	
EQUIPMENT RENTAL	993	1,500	1,307	1,500	14.77%
INSURANCE - BUSINESS	78,950	84,800	110,537	118,000	6.75%
LEGAL - ADMIN	10,200	15,000	7,497	15,000	100.08%
LICENSES & FEES	2,205	2,600	2,359	2,700	14.46%
MAINT AGREEMENTS - EQUIP	3,565	3,800	3,739	4,000	6.98%
M&R - ADMIN BUILDING	56,211	36,000	34,410	40,000	16.25%
MEALS - ADMIN	9,987	10,000	9,846	12,000	21.88%
MILEAGE - ADMIN		300		300	
MISC EXPENSE - ADMIN	2,423	3,600	5,435	4,200	-22.72%
PAYROLL EXPENSE-401k	28,553	33,928	34,008	37,546	10.40%
PAYROLL EXPENSE - HEALTH	91,961	107,760	107,713	118,500	10.01%
PAYROLL EXPENSE - MEDICARE	7,475	8,199	9,956	9,074	-8.86%
PAYROLL EXPENSE - PERA	76,757	83,464	81,127	92,363	13.85%
PAYROLL EXPENSE - SALARIES	531,190	565,471	745,960	625,766	-16.11%
PAYROLL EXPENSE - SUTA	306	1,696	1,427	1,877	31.53%
PAYROLL EXPENSE - WC	757	882	823	976	18.59%
PAYROLL EXPENSE - VAC C/O	35,671	43,498	38,240	48,136	25.88%
NON CAPITAL EQUIPMENT		5,000		5,000	
POSTAGE AND SHIPPING	11,043	9,900	10,318	10,900	5.64%
SECURITY - ADMIN BLDG	1,252	1,400	2,568	1,600	-37.69%
SUPPLIES - OFFICE	7,762	20,800	9,603	22,000	129.10%
TELEPHONE - ADMIN	15,360	18,000	14,568	18,000	23.56%
TELEPHONE - CELL PHONES	13,869	13,200	12,673	13,800	8.89%
TRASH REMOVAL - ADMIN	1,866	1,980	1,966	2,040	3.76%
UTILITIES - ADMIN BLDG	14,596	17,100	17,559	20,064	14.27%
<b>TOTAL EXPENDITURES FROM OPERTATIONAL ACTIVITIES</b>	<b>1,093,390</b>	<b>1,210,278</b>	<b>1,374,012</b>	<b>1,373,942</b>	<b>-0.01%</b>



ENTERPRISE BUDGET

**ADMINISTRATION**

	2023 ACUTAL	2024 BUDGET	2024 ESTIMATED YEAR END	2025 FINAL BUDGET	INCREASE/ DECREASE OVER ESTIMATE
<b><u>NONOPERATIONAL EXPENSES</u></b>					
DISTRICT DEBT PRINCIPAL PMT	740,000	840,000	840,000	895,000	6.55%
DISTRICT DEBT INTEREST EXP	739,100	702,100	702,100	660,100	-5.98%
BOND SERVICE FEE	400	400	400	400	0.00%
DUE TO GOVERNANCE FUND	180,872	183,765	184,061	186,930	1.56%
BOARD DIRECTED CONTINGENCY		300,000		300,000	
<b>TOTAL EXPENDITURES NON OPERATIONAL OCCURANCES</b>	<b>1,660,372</b>	<b>2,026,265</b>	<b>1,726,561</b>	<b>2,042,430</b>	<b>18.29%</b>
<b>TOTAL ADMINISTRATION</b>	<b>2,753,762</b>	<b>3,236,543</b>	<b>3,100,573</b>	<b>3,416,372</b>	<b>10.19%</b>

ENTERPRISE BUDGET

ADMINISTRATION

	2023 ACUTAL	2024 BUDGET	2024 ESTIMATED YEAR END	2025 FINAL BUDGET	INCREASE/ DECREASE OVER ESTIMATE
<u>INFORMATION TECHNOLOGY</u>					
EMPLOYEE EDUC/TRAINING		3,800	725	3,800	424.14%
MAINT AGREEMNTS-SOFTWARE	157,814	109,000	147,037	155,000	5.42%
M&R - INFO TECH	67,058	58,000	58,178	60,000	3.13%
M&R - PRINTERS/PERIPHERALS	2,450	2,800	735	2,800	280.95%
M&R - SOFTWARE	458	3,000	8,500	3,000	-64.71%
NONCAPITAL EQUIPMENT - IT	13,742				
T1 DATA LINE	14,876	45,000	16,896	40,000	136.74%
IT HOSTING SERVICES	103,304	57,000	84,240	61,000	-27.59%
COMPUTER HARDWARE	79,718	219,000	189,500	193,000	1.85%
COMPUTER SOFTWARE				110,000	
<b>TOTAL INFO TECH</b>	<b>439,420</b>	<b>497,600</b>	<b>505,811</b>	<b>628,600</b>	<b>24.28%</b>
<b>TOTAL EXPENDITURES ADMINISTRATION AND INFORMATION TECHNOLOGY</b>	<b>3,193,182</b>	<b>3,734,143</b>	<b>3,606,384</b>	<b>4,044,972</b>	<b>12.16%</b>



# St. Vrain Sanitation District

## Engineering, Collection, and Pretreatment Highlights

The Collection System Department oversees the District's wastewater collection system's planning, construction, operation, monitoring, and regulatory compliance. This vital infrastructure ensures the safe conveyance of wastewater to our treatment and, ultimately, the environment and the receiving waters of St. Vrain Creek. Two primary objectives encapsulate the department's role:

1. **Provide and maintain proper system capacity** to prevent sanitary sewer overflows (SSOs) and property damage.
2. **Monitor and control the components of the waste stream** to protect the WRF treatment processes.

To achieve these objectives, the department's staff must engage efficiently and professionally with other District departments and a diverse group of stakeholders, customers, and partners. This includes CDPHE, pertinent stakeholders, and the planning and engineering departments of the six municipalities—Dacono, Firestone, Frederick, Mead, Longmont and Weld County.

The Collection System Department's budget for 2025 reflects the targeted areas:

### **Workforce Expansion**

As the District continues to grow, the Collection System Department must expand its team to ensure effective oversight of new infrastructure projects and meet the increasing demands of system maintenance

Key roles we aim to fill include:

- **Collection System Superintendent** – Under the General Direction of the District Engineer, This team lead position will be responsible for structuring and developing an in-house operations team.



# St. Vrain Sanitation District

- **Utility Operator** – Assisting the Collection System Superintendent, the Utility Operator will support the daily operations of the wastewater collection system, ensuring the efficient function of critical infrastructure and providing timely responses to maintenance needs.

## Infrastructure Investments

The Collection System Department enhances operational capabilities through strategic infrastructure investments. The budget for the upcoming fiscal year includes:

- **Flow Monitors:** Replacement of flow monitors to improve data accuracy and system performance tracking.
- **GPS Units:** Acquisition of advanced GPS units for precise mapping and better asset management.
- **Major Maintenance Projects:** Allocation for critical repairs and upgrades to ensure the reliability of aging infrastructure.
- **Maintenance Team Equipment:** Budget for specialized equipment to support our maintenance team in responding to operational needs.
- **Annual Video and Cleaning:** Ongoing Annual Maintenance will eventually be reduced once a team is available in the coming months and years.

## Technology Enhancements

- **Planning and Business Processes:** We will leverage existing systems like Laserfiche to streamline customer interactions and enhance collaboration with external agencies.
- **Asset Management:** Implementing ArcGIS Pro throughout the department and ESRI Enterprise and identifying and procuring advanced asset management solutions to optimize the maintenance and operation of our infrastructure.



# St. Vrain Sanitation District

- **Pretreatment Program:** We are upgrading the pretreatment program administration and field inspection software to ensure compliance and improve the effectiveness of our newly adopted EPA program.
- **Hydraulic Model:** Developing a comprehensive hydraulic model to support system analysis, planning, and decision-making.

## Staff Development and Training

Building a new team and integrating with existing operations will require financial and policy support to build a team of professionals, which will include Training opportunities, Professional Memberships, and Certification Support and Compensation. This will be at the core of our goals as we support existing staff and new staff in the coming months and years.

ENTERPRISE BUDGET

**ENGINEERING-COLLECTION**

	2023 ACTUAL	2024 BUDGET	2024 ESTIMATED YEAR END	2025 FINAL BUDGET	INCREASE/ DECREASE OVER ESTIMATE
AUTO AND TRUCK	13,151	7,000	6,085	6,600	8.46%
CONFERENCE/SEMINAR/EDUC	1,909	4,000	5,704	15,676	174.82%
CONSULTING ENGINEER	24,630	38,500	33,757	90,000	166.61%
DUES/SUBSCRIPTIONS	201	500	375	1,400	273.33%
EMERGENCY CALL OUT	2,605	3,000	1,950	3,000	53.85%
EQUIPMENT M&R		4,500	1,225	2,500	104.08%
EQUIPMENT RENTAL		500		500	
GIS SUPPLIES		500	375	500	33.33%
INCLUSION DEVELOPMENT EXP	282	6,000	3,898	6,000	53.93%
LEGAL	4,228	3,000	3,162	6,000	89.75%
LICENSES AND FEES	350	300	325	625	92.31%
LINE CLEANING	126,778	136,000	104,278	170,000	63.03%
M&R - MAINTENANCE FACILITY		2,000	375	2,000	433.33%
M&R COLLECTION SYSTEM	10,373	85,000	67,135	106,250	58.26%
MEALS	83	200	166	2,000	1104.82%
MILEAGE		200		2,000	
PAYROLL EXPENSE-401k	18,721	35,364	24,046	40,398	68.00%
PAYROLL EXPENSE - HEALTH	57,898	150,864	69,847	165,900	137.52%
PAYROLL EXPENSE - MEDICARE	5,363	8,546	6,151	9,763	58.72%
PAYROLL EXPENSE - PERA	54,236	86,995	59,292	99,379	67.61%
PAYROLL EXPENSE - SALARIES	374,047	589,396	431,449	650,990	50.88%
PAYROLL EXPENSE - SUTA	330	1,768	526	2,020	284.03%
PAYROLL EXPENSE - WC	2,664	2,879	2,861	7,898	176.06%
PAYROLL EXPENSE - VAC C/O	15,890	45,338	12,675	40,398	218.72%
RECORDING FEES	2,270	2,000	1,989	2,400	20.66%
SAFETY				10,000	
SUPPLIES - INSPECTION/ENG	3,923	2,200	2,537	6,000	136.50%
TV CAMERA INSPECTION	13,070	109,600	63,267	137,000	116.54%
UNIFORMS/CLOTHING	1,560	1,000	953	2,450	157.08%
UNCC LOCATE SERVICES	15,415	15,700	17,682	20,000	13.11%
MONITORING MANHOLES	5,313	5,000	8,911	6,000	-32.67%
UTILITIES - MAINT FACILITY	285	800	291	500	71.82%
<b>TOTAL ENGINEERING COLLECTION</b>	<b>755,575</b>	<b>1,348,650</b>	<b>931,287</b>	<b>1,616,147</b>	<b>73.54%</b>

ENTERPRISE BUDGET

**ENGINEERING-COLLECTION**

	2023 ACTUAL	2024 BUDGET	2024 ESTIMATED YEAR END	2025 FINAL BUDGET	INCREASE/ DECREASE OVER ESTIMATE
<b><u>PRETREATMENT</u></b>					
ADVERTISING/PUBLIC NOTICES		200	57	200	250.88%
AUTO & TRUCK	12,613	2,000	1,941	9,000	363.68%
CONFERENCE/SEMINAR/EDUC	1,184	2,100	2,677	2,500	-6.61%
CONTRACT SERVICES				6,000	
DUES/SUBSCRIPTIONS		275	265	500	88.68%
EMERGENCY CALL OUT		500		500	
EQUIPMENT M&R	2,197	3,900	38	13,400	35163.16%
LISCENSE AND FEES	115	104	115	250	117.39%
LEGAL		1,000	422	1,000	136.97%
MEALS	6	100	16	100	525.00%
MILEAGE		100		100	
PAYROLL EXPENSE-401k	4,245	4,918	4,783	5,229	9.32%
PAYROLL EXPENSE - HEALTH	13,181	21,552	14,396	23,700	64.63%
PAYROLL EXPENSE - MEDICARE	1,037	1,188	1,130	1,264	11.86%
PAYROLL EXPENSE - PERA	10,553	12,098	11,639	12,864	10.52%
PAYROLL EXPENSE - SALARIES	72,053	81,965	79,841	87,152	9.16%
PAYROLL EXPENSE - SUTA	61	246	71	261	267.61%
PAYROLL EXPENSE - WC	527	2,390	625	2,541	306.56%
PAYROLL EXPENSE - VAC C/O	2,950	6,305	1,450	6,704	362.34%
SUPPLIES - OPERATING	741	900	480	3,000	525.00%
SAMPLING	12,496	65,077	16,132	58,720	264.00%
UNIFORMS/CLOTHING	190	200	204	300	47.06%
<b>TOTAL PRETREATMENT</b>	<b>134,149</b>	<b>207,118</b>	<b>136,282</b>	<b>235,285</b>	<b>72.65%</b>
<b>TOTAL ENGINEERING/COLLECTION/ PRETREATMENT</b>	<b>889,724</b>	<b>1,555,768</b>	<b>1,067,569</b>	<b>1,851,432</b>	<b>73.43%</b>



# **St. Vrain Sanitation District**

## **Treatment Plant Highlights**

St. Vrain Sanitation District Staff operates and maintains the 6.0 MGD Wastewater Treatment Plant located at 6501 WCR 26 and the Lift Station at WCR 7 and Colorado 119.

Overall, the budget is balanced with some updates, in particular line items that will show increases within inflationary costs.

The focus of budget at the Wastewater Plant will continue to focus on optimizing the new plant upgrades, IPS and UV project, Master Planning, and staff development.



ENTERPRISE BUDGET

**PLANT**

	2023 ACTUAL	2024 BUDGET	2024 ESTIMATED YEAR END	2025 FINAL BUDGET	INCREASE/ DECREASE OVER ESTIMATE
AUTO/TRUCK/TRACTOR	25,005	51,900	39,989	60,000	50.04%
CLEANING	8,782	16,400	12,281	17,814	45.05%
CONFERENCE/SEMINAR/EDUC	19,082	29,820	12,870	23,000	78.71%
CONTRACT SERVICES	71,444	92,430	85,428	107,160	25.44%
DUES/SUBSCRIPTION	848	950	825	1,410	70.91%
EQUIPMENT M&R	189,053	272,420	256,505	326,000	27.09%
EQUIPMENT RENTAL	1,066	500		500	
LABORATORY EQUIPMENT	3,661	18,400	4,241	23,100	444.68%
LABORATORY SUPPLIES	20,067	24,600	20,112	21,000	4.42%
LICENSES & FEES	15,853	26,050	16,663	25,350	52.13%
M&R LIFT STATION	16,481	15,400	16,775	16,325	-2.68%
M&R PLANT	98,037	196,300	105,208	223,300	112.25%
MEALS	316	500	509	550	8.06%
MILEAGE	207	500	125	500	300.00%
MISCELLANEOUS EXPENSE	2,260	1,500	1,454	1,600	10.04%
PAYROLL EXPENSE-401k	36,107	45,359	34,027	51,980	52.76%
PAYROLL EXPENSE - HEALTH	119,164	193,968	102,405	213,300	108.29%
PAYROLL EXPENSE - MEDICARE	10,250	10,962	9,562	12,562	31.37%
PAYROLL EXPENSE - PERA	103,434	111,584	98,927	127,870	29.26%
PAYROLL EXPENSE - SALARIES	707,699	755,987	649,329	866,328	33.42%
PAYROLL EXPENSE - SUTA	499	2,268	725	2,599	258.48%
PAYROLL EXPENSE - WC	4,558	22,045	6,028	25,262	319.08%
PAYROLL EXPENSE - VAC C/O	32,845	58,153	23,227	66,641	186.91%
NONCAPITAL EQUIPMENT	12,600	10,500	9,682	11,370	17.43%
POSTAGE & SHIPPING	1,993	1,300	2,066	2,754	33.30%
SAFETY	6,852	11,300	13,760	12,825	-6.80%
SECURITY - PLANT	3,370	5,000	4,568	8,800	92.64%
SEWAGE COLL/BIOSOLIDS	11,869	20,800	16,280	22,100	35.75%
SUPPLIES - OFFICE	5,419	4,550	5,172	5,500	6.34%
SUPPLIES - OPERATING	7,601	8,000	10,557	10,000	-5.28%
SUPPLIES - CHEMICALS	294,283	443,700	324,714	415,903	28.08%
TELEPHONE - LIFT STATION	1,957	700	286	700	144.76%
TELEPHONE - PLANT	5,171	6,500	5,028	6,500	29.28%
TESTING	32,222	35,600	37,672	46,043	22.22%
TRASH REMOVAL - PLANT	14,544	15,120	14,866	16,428	10.51%
TRAVEL		1,500		1,500	
UNIFORMS/CLOTHING	3,561	5,400	4,165	6,705	60.98%

ENTERPRISE BUDGET

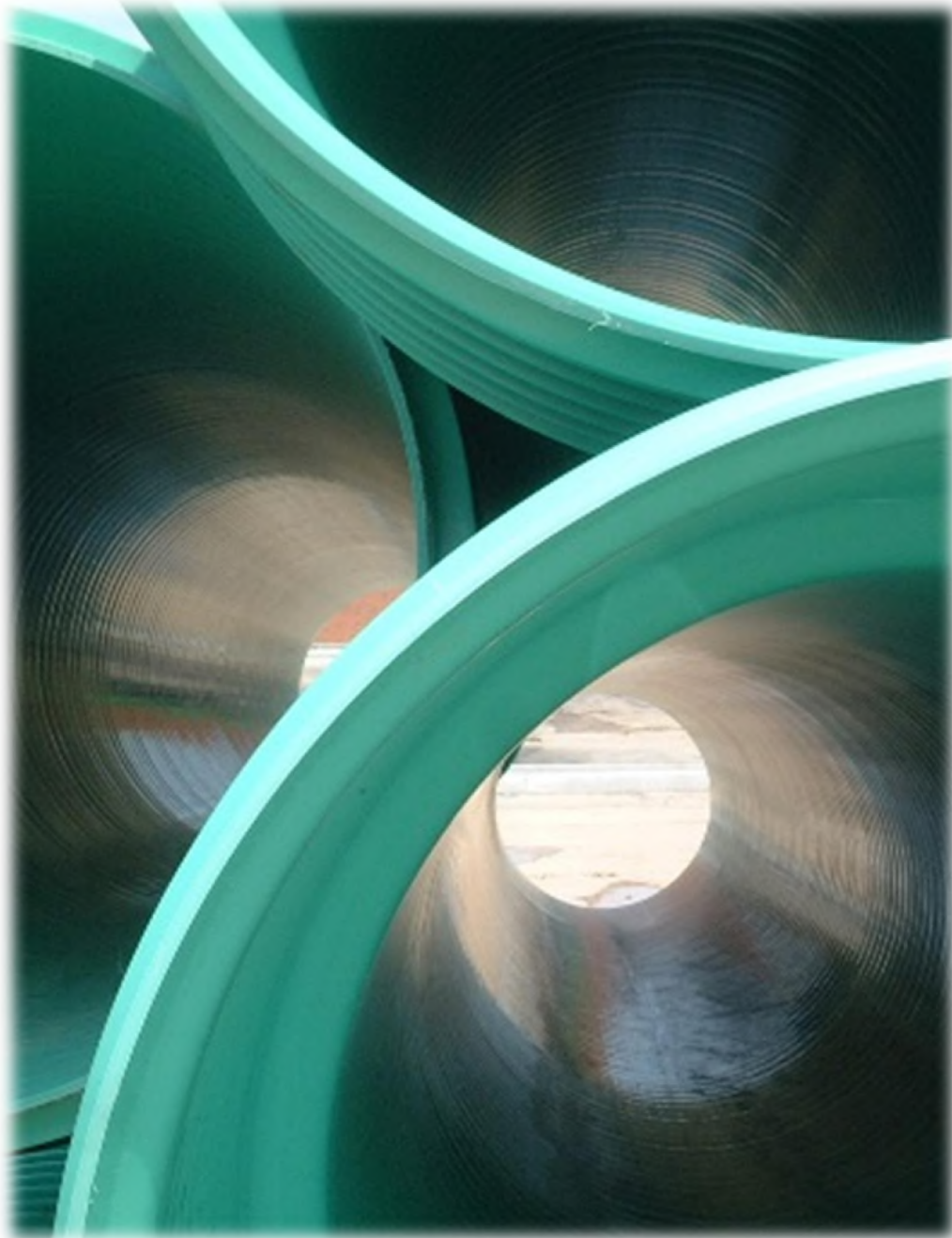
**PLANT**

	2023 ACTUAL	2024 BUDGET	2024 ESTIMATED YEAR END	2025 FINAL BUDGET	INCREASE/ DECREASE OVER ESTIMATE
UTILITIES - OPS BUILDING	25,622	38,500	22,702	24,611	8.41%
UTILITIES - HEADWORKS	61,883	70,400	66,219	75,748	14.39%
UTILITIES - LIFT STATION	5,773	7,080	6,222	6,797	9.24%
UTILITIES - PLANT	480,266	587,650	553,791	621,384	12.21%
<b>TOTAL PLANT</b>	<b>2,461,704</b>	<b>3,221,596</b>	<b>2,594,965</b>	<b>3,509,819</b>	<b>35.25%</b>



# **St. Vrain Sanitation District**

## **Capital Improvement Budget**





# St. Vrain Sanitation District

## Capital Improvement Plan

The Capital Improvement Plan (CIP) is an important element of our capital construction plans over a five-year period. These are one-time or multiple-year projects and provide a time frame for completing needed capital projects.

### Capital Improvement Projects 2025-2029

Projects	2025	2026	2027	2028	2029
New Admin office	8,300,000				
D2C					
Office Construction					
Geotechnical and material testing					
Godding Hollow Parallel Phase 4 - Eng +CD's			200,000		
GHP Phase 4 Construction (1 mile)				3,000,000	
* Idaho Creek Line Extension upsize	150,000				
* E 26 East Line Extension upsize	1,200,000				
* Little Drycreek basin Lift Station/FM	1,000,000	3,000,000			
* NW Line	100,000	1,000,000	1,000,000		
* North Lift Station, FM, main line		150,000	3,000,000		
Hwy 119 LS - phase 2					150,000
6 to 8 MGD upgrade (UV and IPS pumps)	3,500,000				
New plant Site	4,500,000				
Biosolids land application site					1,500,000
Jet/Vac Truck; TV/Video Truck; Equipment	2,100,000				
Plant Administrative Building	100,000	1,000,000			
Line lift station (Hwy 119)		100,000			
Biosolids drying pad (north)		500,000			
Fiber to Plant	150,000				
Polymer Mixers	110,000				
Compliance Monitoring Equip		150,000			
Next plant upgrade (2033)					80,000,000
<b>Totals</b>	<b>\$21,210,000</b>	<b>\$5,900,000</b>	<b>\$4,200,000</b>	<b>\$ 3,000,000</b>	<b>\$81,650,000</b>

\* Note, District Participation in line extensions is optional. Amounts represented is estimated District portion of projects. Developer contributions will provide the remainder of project costs.

The CIP includes any project in all departments meeting Capital Project Criteria.

The time frame covered in this CIP is 2025-2029.

ENTERPRISE BUDGET

CAPITAL IMPROVEMENT

	2023 ACTUAL	2024 BUDGET	2024 ESTIMATED YEAR END	2025 FINAL BUDGET	PERCENT INCREASE/ DECREASE
2023 CAPITAL PLAN	3,860,455				
Plant Expansion					
Idaho Creek Extension					
Little Dry Creek Lift Station					
Upgrade Influent Pump Station & UV					
Future Plant Site					
New Office/Collection Bldg					
Fiber Install to Plant					
HVAC (RTU) Admin Bldg					
Scissor Lift					
2024 CAPITAL PLAN		20,450,000	3,778,299		
New Admin/Collection Bldg					
Upsize East 26 Line					
Upsize Idaho Crk Line					
Little Dry Creek Lift Station					
Upgrage IPS and UV 6 to 8 MGD					
New Plant Site					
Fiber to Plant					
HVAC RTU Admin Bldg					
2025 CAPITAL PLAN				21,210,000	
Admin/Collection Bldg					
Id Creek LE					
E26 LE					
Little Dry Creek LS/FM					
Northwest Line					
UV/IPS Upgrade					
Future Plant Site					
Collectin Equip incl Vehicles					
Plant Admin Bldg Design					
Plant Fiber					
Polymer Mixers					
<b>TOTALS</b>	<b>3,860,455</b>	<b>20,450,000</b>	<b>3,778,299</b>	<b>21,210,000</b>	<b>461.36%</b>



# **St. Vrain Sanitation District**

## **Budget Resolutions**



**ST. VRAIN SANITATION DISTRICT**

**RESOLUTION 2024-08**

**A COMBINED RESOLUTION CONCERNING THE ADOPTION OF A BUDGET AND  
APPROPRIATION OF FUNDS FOR SUCH BUDGET FOR FISCAL YEAR 2025**

**A. A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING THE BUDGET FOR THE ST. VRAIN SANITATION DISTRICT FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2025 AND ENDING ON THE LAST DAY OF DECEMBER 2025.**

**WHEREAS**, the District's Budget Officer submitted a proposed budget to the Board of Directors on October 15, 2024, for its consideration; and

**WHEREAS**, upon due and proper notice, published 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 December 12, 2024, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

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

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ST. VRAIN SANITATION DISTRICT:**

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

<b>GENERAL FUND</b>	<b>\$ 845,468</b>
<b>ENTERPRISE FUND</b>	<b>\$ 31,011,209</b>

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

<b>GENERAL FUND</b>	
From unappropriated surpluses	\$ 2,369,475
From sources other than general property tax	\$ 281,730
From the general property tax levy	\$ 418,544
<b>TOTAL</b>	<b>\$ 3,069,749</b>

**ENTERPRISE FUND**

From unappropriated surpluses	\$ 30,418,818
From sources other than general property tax	\$ 12,666,202
From transfers from the general fund	\$ 500,000
TOTAL	\$ 43,585,020

Section 3. That the Budget which was submitted, amended, and herein summarized by fund, is hereby approved and adopted as the Budget of the District and made a part of the public records of the District; and

**B. A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH BELOW FOR THE ST. VRAIN SANITATION DISTRICT FOR THE 2025 BUDGET YEAR.**

**WHEREAS**, the Board of Directors of the St. Vrain Sanitation District has adopted the District's annual budget in accordance with the Local Government Budget; and

**WHEREAS**, the Board of Directors has made provision therein for revenues in an amount equal to, or greater than, the total proposed expenditures as set forth in said budgets; and,

**WHEREAS**, it is not only required by law, but also necessary, to appropriate the revenues provided in the budgets to and for the purposes described below, so as not to impair the operations of the District;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ST. VRAIN SANITATION DISTRICT:**

That the following sums are hereby appropriated from the revenue of each Fund, to each Fund, for the purposes stated:

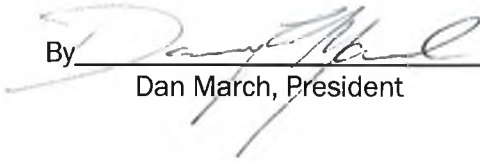
General Fund (Including Reserves)	\$845,468
Enterprise Fund (Including Reserves)	\$31,011,209



ADOPTED: December 12, 2024

ST. VRAIN SANITATION DISTRICT

By



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Dan March, President

ATTEST:



---

Glen LaVanchy, Secretary

Glen

**ST. VRAIN SANITATION DISTRICT**

**RESOLUTION 2024-09  
RESOLUTION TO SET MILL LEVIES**

**A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2024 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE ST. VRAIN SANITATION DISTRICT, FOR THE 2025 BUDGET YEAR.**

**WHEREAS**, on December 12, 2024 the Board of Directors of the St. Vrain Sanitation District adopted the District's annual budget in accordance with the Local Government Budget Law; and

**WHEREAS**, the amount of money necessary to balance the District's budget for the General Fund (including debt service) is \$418,544; and

**WHEREAS**, the net valuation for assessment for the District as recently certified by the County Assessor(s) is \$1,324,508,911;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ST. VRAIN DISTRICT:**

Section 1. That, for the purpose of meeting all general operating expenses of the District during the District's 2025 budget year, there is hereby levied a tax of .316 mills upon each dollar of the total net valuation for assessment of all taxable property within the District for the previous year (tax year).

Section 2. That the District's Secretary is hereby authorized and directed to certify to the County Commissioners of Weld County, Colorado, the mill levies for the District as hereinabove determined and set, and to execute such form or forms as may be required by the County Commissioners for such purposes; provided, however, that in the event that the final notice of assessed valuation will cause an adjustment to such mill levy in order to raise the amounts stated to balance the District's budget, the District's Budget Officer is authorized to make such adjustment based upon the final assessed valuations received from the County Assessor. In no event shall such adjustments result in any unauthorized non-voter approved increase in the mill levy.

**ADOPTED:** December 12, 2025.

**ST. VRAIN SANITATION DISTRICT**

By 

Dan March, President

**ATTEST:**

  
Glen LaVanchy, Secretary



December 12, 2024

TO: Division of Local Government  
1313 Sherman Street, Room 521  
Denver, CO 80203

Attached is the 2025 Budget for the St. Vrain Sanitation District located in Weld County, CO and submitted pursuant to Section 29-1-113, C.R.S. This budget was adopted on December 12, 2024 by the Board of Directors of the District.

If there are any questions regarding this budget, please contact

Chris Kampmann, District Manager  
11307 Business Park Circle  
Firestone, CO 80504  
(303) 776-9570 (303) 485-1968 (Fax)

The mill levy certified by the County Commissioners is .316 mills for all general operating purposes, subject to statutory and TABOR limitations. The net assessed valuation is \$1,324,508,911. The property tax revenue subject to statutory limitation is \$418,544.

Enclosed is a copy of the certification of mill levies sent to the Weld County Commissioners.

**AN INCREASE LEVY BEYOND THE PROPERTY TAX REVENUE-LIMIT IS NOT BEING REQUESTED.**

I hereby certify that the enclosed are true and accurate copies of the Budget and Certification of Tax Levies to the Board of County Commissioners.

ST. VRAIN SANITATION DISTRICT

  
\_\_\_\_\_  
Ryan Freeman  
Treasurer

Enclosed:

- (1) St. Vrain Sanitation District 2025 Budget
- (2) Certification of Mill Levy dated December 13, 2024
- (3) Form DLG 70

11307 Business Park Circle  
Firestone, Colorado 80504  
Administration 303.776.9570

6501 CR 26  
Longmont, CO 80504  
Treatment Plant 303.776.4639

[www.stvrainsdco.gov](http://www.stvrainsdco.gov)