



GRANBY SANITATION DISTRICT

P.O. BOX 560, GRANBY, CO 80446

(970) 887-2052

3493 GRAND COUNTY ROAD 57, GRANBY, CO 80446

WWW.COLORADO.GOV/GRANBYSANITATIONDISTRICT

December 10, 2020

Division of Local Government
1313 Sherman Street, Room 521
Denver, CO 80203
Filed through DLG Electronic Filing Portal

RE: Granby Sanitation District, LGID # 25007, 2021 BUDGET

To whom it may concern:

Attached is the 2021 budget for Granby Sanitation District in Grand County, Colorado submitted pursuant to Sec. 29-1-113, C.R.S. This budget was adopted on December 9, 2020. If there are any questions regarding the budget please contact Tammy Granger at 970-887-2052, P.O. Box 560, Granby, Colorado 80446. The mill levy certified to the Grand County Commissioners is 0.000 mills.

I, Tammara K. Granger, District Administrator, hereby certify that the enclosed is a true and accurate copy of the adopted Budget filed with this District.

Sincerely,

Tammara K. Granger
Budget Officer

enclosures

GRANBY SANITATION DISTRICT 2021 General Budget Information

Granby Sanitation District's Board of Directors follows the Local Government Budget Law, Colorado Revised Statute (C.R.S.) 29-1-101 through 29-1-115 in establishing the budgetary data reflected in the 2021 Budget and in the financial statements:

1. Prior to October 15, the budget officer submits to the District's Board a proposed operating budget for the year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain the taxpayer's comment.
3. Prior to December 15, the budget is legally adopted through passage of a resolution, making appropriation for the budget year.
4. Formal budgetary integration with current financial statements is employed as a management control device during the year at the Board of Director's monthly meetings.
5. The budget for the General Fund is adopted on a modified accrual basis except for debt service payments which are shown using the cash basis.
6. Appropriations lapse at the end of each calendar year.
7. The District's Board may authorize supplemental appropriations during the year.

Granby Sanitation District provides wastewater treatment services an area including the Town of Granby, areas adjacent to the Town and the SilverCreek Water and Sanitation District. The 2021 service fee revenues are based on an anticipated 3,383 single-family equivalent units multiplied by a \$37.00/month/SFE sewer service fee. Approximately 1,493 of which are to be served within the boundaries of Granby Sanitation District, 572 to be served by SilverCreek Water and Sanitation District and 1,318 served by the Town of Granby (outside of Granby Sanitation District boundaries). Sewer service fees increased from \$25.00 to \$26.50 on January 1, 2012. As of January 1, 2014, sewer service fees increased from \$26.50/sfe/month to \$32.00/sfe/month. Sewer service fees will increase to \$37.00/sfe/month effective January 1, 2021. In 1998 the District established an unrestricted operating contingency fund to be used to maintain and repair the District's aging plant equipment and collection system. In addition to sewer service fees, other revenues are generated from the sale of District generated soil amendment and rent for the Grand County Animal Shelter facilities. In 2004 the District entered into an Agreement to Treat Sewage with the Town of Granby related to wastewater treatment for properties referred to as "exclusion lands." In 2006 The District entered into a second agreement with the Town of Granby related to wastewater treatment for properties referred to as "expansion lands." As a result, the District expects to receive \$10,000 in 2021 to reimburse the District for additional administrative and operational costs that are expected to be incurred. The Town of Granby needed these Agreements as part of their efforts to exclude properties previously served by SilverCreek Water and Sanitation District. These other revenues, in addition to any surplus of sewer service fees minus operating expenses, will be added to the

unrestricted operating contingency fund, which is included in the Ending Fund Balance. Likewise, there may be maintenance and repair items that will need to be funded from this unrestricted operating contingency fund and again, the change in this fund will be reflected in the Ending Fund Balance. The unrestricted operating contingency fund will accumulate any surplus or reflect spending from year to year. Plant investment fees and interest earned on the District's investments are added to the District's capital outlay fund.

In 2006 the District applied for and received a loan in the amount of \$4,810,728 through the Colorado Water Pollution Control Revolving Funds. This loan is administered by the Colorado Water Resources and Power Development Authority and is funded by the issue of revenue bonds. Voter approval for revenue bonds is not required since the District qualifies as an "enterprise" as defined by the TABOR Amendment. The District will make semi-annual debt service payments, which began on August 1, 2006 and will end August 1, 2027 and are included in the budget. The balance of the loan proceeds were spent in 2009 to fund the 1.0 mgd wastewater treatment plant expansion/upgrade project, which was completed in the fall of 2008. In 2016 a refinancing of the bond issue was completed by the Colorado Water Resources and Power Development Authority resulting in refunding credits which reduce loan interest. This savings began with the August, 2016 debt service payment.

Beginning April 4, 2012 plant investment fees increased from \$6,500.00 to \$8,500.00 for each single family equivalent after the Board of Directors' consideration of the estimated cost of plant expansion and the District's need to comply with current and future discharge permit requirements. Plant Investment Fees are used for capital improvements to the wastewater treatment plant or collection system. Plant Investment Fees will increase to \$9,690/sfe effective January 1, 2021. The sale of 50 plant investment fees is budgeted for 2021.

In 1992 the Board of Directors resolved to restrict a portion of the District's retained earnings to provide for potential unemployment claims. The District has always been self-insured for unemployment purposes and the Board of Directors decided it would be prudent to set aside funds for any potential claims. The Board increased the unemployment restricted funds from \$12,000 to \$66,000 in 2012, resulting in \$66,000 in the Ending Fund Balance.

The expenses for the District as listed in the budget are fairly self-explanatory. Budgeted legal fees are for both necessary and potential legal expenses anticipated by the District. It should be noted that legal fees may increase should unexpected litigation occur. There are funds available in the unrestricted operating contingency fund should additional expenses be incurred. The District's in-vessel composting facility to process the District's biosolids into a reusable "class A" biosolids product was put into operation in 2006. It is expected that the District will generate revenue from the sale of this compost product. Increases in fuel, electricity, plant heat, insurance premiums and operation and maintenance expenses have been experienced and are expected to continue in 2021 and are also incorporated into the 2021 budget. In 2013 an additional operating expenditure line was included to cover the cost of compliance laboratory testing that is anticipated as a requirement of the District's discharge permit renewal, and cannot be conducted in the District's on-site laboratory.

Salaries and Fringe Benefit expenses are related to the District's employees consisting of three full-time plant operators, one full-time laborer, the Operations Superintendent and District Administrator. Wage increases are budgeted throughout the year for the wastewater treatment plant

operators in the event that advanced certifications are obtained. Cost-of-living increases may be considered and awarded, as well as merit increases based upon performance evaluation results, budget status and economic conditions.

Even though the District is operating as an Enterprise Fund, as defined under the Tabor Amendment, the Board of Directors will set continue to fund an emergency reserve provision as provided for under the amendment. The 2021 emergency reserve fund balance is \$38,863.00, which is 3% of the estimated 2021 operating expenditures of \$1,295,444.00. This emergency reserve makes up the remainder of the Ending Fund Balance.

Capital outlay expenditures are for anticipated and contingent system improvements. These funds are budgeted for additions and upgrades to or expansion of the treatment plant, upgrades to the collection system or for potential expenditures necessary to upgrade the system due to increased Federal and State regulation. In 2008 the District's construction project to expand wastewater treatment capacity to 2.0 mgd, add some nutrient removal treatment and remodel administrative space was completed. Capital expenditures of \$3,743,500.00 are included in the District's 2021 budget for construction of solids handling facilities, an anoxic mixer and a trailer-mounted sewage pump.

The budgetary basis of accounting used by the District for the 2021 budget is the modified accrual basis.

RESOLUTION TO ADOPT BUDGET
(Pursuant to 29-1-108, C.R.S.)
RESOLUTION NO. 2020-12-01

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND, AND ADOPTING A BUDGET FOR THE GRANBY SANITATION DISTRICT, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE 1ST DAY OF JANUARY, 2021, AND ENDING THE LAST DAY OF DECEMBER, 2021.

WHEREAS, the Board of Directors for the Granby Sanitation District has appointed Tammara K. Granger, District Administrator, to prepare and submit a proposed budget to said governing body at the proper time and;

WHEREAS, Tammara K. Granger, District Administrator, has submitted a proposed budget to this governing body on October 14, 2020, for its consideration.

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 9, 2020, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, whatever increases have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GRANBY SANITATION DISTRICT, COLORADO:

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

General Fund	\$10,299,763
Restricted Funds	<u>104,863</u>
	<u>\$10,404,626</u>

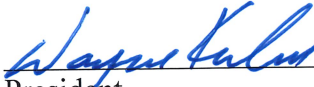
Section 2. That estimated revenues for each fund are as follows:

General Fund:	
From unappropriated surpluses	\$ 8,402,221
From sources other than general property tax	<u>2,002,405</u>
	<u>\$10,404,626</u>

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


Section 4. That the budget hereby approved and adopted shall be signed by the President and Secretary, and made a part of the public records of the District.

ADOPTED, this 9th day of December, A.D., 2020.



President

Attest:



Secretary

RESOLUTION TO APPROPRIATE SUMS OF MONEY
(Pursuant to Section 29-1-108, C.R.S.)
RESOLUTION NO. 2020-12-02

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSES AS SET FORTH BELOW, FOR THE GRANBY SANITATION DISTRICT, COLORADO, FOR THE 2021 BUDGET YEAR.

WHEREAS, The Board of Directors has adopted the annual budget in accordance with the Local Government Budget Law, on December 9, 2020, and;

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GRANBY SANITATION DISTRICT, COLORADO:

Section 1. That the following sums are hereby appropriated from the revenue of each fund, to each fund, for the purposes stated:


General Fund	
Current Operation Expenses	\$ 1,295,444
Debt Service Payment	308,576
Capital Outlay	3,743,500
Unrestricted Operating Contingency	4,948,844
Emergency Reserve adjustment	3,399
Restricted Funds	<u>104,863</u>
Total General Fund	<u>\$10,404,626</u>

ADOPTED, this 9th day of December, A.D., 2020.



President

Attest:



Secretary

RESOLUTION TO SET MILL LEVIES
RESOLUTION NO. 2020-12-03

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2020, TO HELP DEFRAY THE COSTS OF GOVERNMENT OF THE GRANBY SANITATION DISTRICT, COLORADO FOR THE 2021 BUDGET YEAR.

WHEREAS, the Board of Directors of the Granby Sanitation District has adopted the annual budget in accordance with the Local Government Budget Law, on December 9, 2020, and;

WHEREAS, the local 2020 valuation for assessment for Granby Sanitation District, as certified by the County Assessor is \$26,350.910.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GRANBY SANITATION DISTRICT, COLORADO:


Section 1. That for the purpose of meeting all debt service obligation of Granby Sanitation District during the 2021 budget year, there is hereby levied a tax of 0.00 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the taxable year 2020.

Section 2. That for the purpose of meeting all general operating expenses of Granby Sanitation District during the 2021 budget year, there is hereby levied a tax of 0.00 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the taxable year 2020.

Section 3. That for the purpose of meeting all capital expenditures of Granby Sanitation District during the 2021 budget year, there is hereby levied a tax of 0.00 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the taxable year 2020.


Section 4. That the President is hereby authorized and directed to immediately certify to the County Commissioners of Grand County, Colorado, the mill levies for the Granby Sanitation District as hereinabove determined and set.

ADOPTED, this 9th day of December, A.D., 2020.



President

Attest:



Secretary

GENERAL FUND BUDGET
GRANBY SANITATION DISTRICT
JANUARY 1, - DECEMBER 31, 2021

\$9,690 PIF
\$37/mo/sfe

	ACTUAL PRIOR YEAR 2019	ESTIMATED CURRENT YEAR 2020	ESTIMATED CURRENT YEAR 2021	FINAL BUDGET 2021
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<u>ESTIMATED REVENUES</u>				
BEGINNING FUND BALANCES - JANUARY 1ST	5,378,536	7,169,067	8,402,221	8,402,221

<u>OPERATING REVENUES</u>				
Sewer Service Fees	1,188,733	1,258,559	1,489,102	1,489,102
Town of Granby Agreement	10,000	10,000	10,000	10,000
Compost Sales	1,387	995	1,000	1,000
Other - Miscellaneous	141,476	27,309	0	0
Sales Tax Service Fee	1	2	0	0
Other - Animal Shelter Rent	9,664	9,664	11,210	11,210
Other - Sale of Equipment	750	0	0	0
Total Operating Revenues	<u>1,352,011</u>	<u>1,306,529</u>	<u>1,511,312</u>	<u>1,511,312</u>

<u>NON-OPERATING REVENUES</u>				
Facility/Inclusion Fees	0	0	0	0
Plant Investment Fees	1,571,225	1,578,620	484,500	484,500
Interest Earned	127,806	42,207	6,593	6,593
CWRPDA Revenue Bond Proceeds	0	0	0	0
Total Non-Operating Revenues	<u>1,699,031</u>	<u>1,620,827</u>	<u>491,093</u>	<u>491,093</u>

TOTAL AVAILABLE FUNDS	8,429,578	10,096,423	10,404,626	10,404,626
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ESTIMATED EXPENDITURES

<u>OPERATING EXPENSES</u>				
<u>ADMINISTRATION</u>	4,900	6,900	9,600	9,600
Director's Fees	28,782	30,895	40,340	40,340
Insurance	7,965	8,027	8,774	8,774
Permit Fees	10,807	14,916	17,416	17,416
Office	13,761	24,495	25,000	25,000
Legal	6,900	7,090	7,800	7,800
Audit	6,003	7,432	7,718	7,718
Dues	70,729	73,969	80,339	80,339
Administrative Salary	0	53	0	0
Election	149,847	173,777	196,987	196,987

<u>UTILITIES</u>				
Telephone	4,206	5,289	7,200	7,200
Plant Heat	13,285	11,563	13,876	13,876
Electricity	93,792	102,234	116,025	116,025
Trash Removal	2,357	2,663	2,930	2,930
Total Utilities	<u>113,640</u>	<u>121,749</u>	<u>140,031</u>	<u>140,031</u>

<u>PLANT OPERATIONS</u>				
Plant Maintenance	28,715	61,440	123,843	123,843
Collection System	4,102	13,444	98,000	98,000
Engineering	375	27,463	20,000	20,000
Operation Salaries	255,796	278,519	315,558	315,558
Fringe Benefits	170,990	202,986	250,326	250,326
Payroll Taxes	5,082	5,596	6,760	6,760
Unemployment pmts in lieu of tax	0	0	0	0
Training and Travel	2,710	2,545	7,500	7,500
Auto and Truck	9,062	7,256	12,581	12,581
Operating Supplies	58,004	58,278	104,358	104,358
Compliance Lab Testing	8,280	10,085	19,500	19,500
Total Plant Operations	<u>543,116</u>	<u>667,612</u>	<u>958,426</u>	<u>958,426</u>

TOTAL OPERATING EXPENSES

TOTAL OPERATING EXPENSES	806,603	963,138	1,295,444	1,295,444
<u>NON-OPERATING EXPENSES</u>	308,327	310,024	308,576	308,576
Debt Service Pmts - CWRPDA revenue bond	145,581	416,344	3,743,500	3,743,500
Capital Outlay	0	4,696	3,399	3,399
Emergency Reserve Adjustment	453,908	731,064	4,055,475	4,055,475
TOTAL NON-OPERATING EXPENSES	<u>806,816</u>	<u>1,162,128</u>	<u>8,011,370</u>	<u>8,011,370</u>

<u>UNRESTRICTED/RESTRICTED FUNDS</u>				
Unrestricted	7,078,869	8,307,327	4,948,844	4,948,844
Restricted CWRPDA Revenue Bond Proceeds	0	0	0	0
Restricted Unemployment Reserve	66,000	66,000	66,000	66,000
Restricted Emergency Reserve	24,198	28,894	38,863	38,863
TOTAL UNRESTRICTED/RESTRICTED FUNDS	<u>7,169,067</u>	<u>8,402,221</u>	<u>5,053,707</u>	<u>5,053,707</u>

TOTAL EXPENDITURES	8,429,578	10,096,423	10,404,626	10,404,626
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ENDING FUND BALANCE - DECEMBER 31st	0	0	0	0
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GRANBY SANITATION DISTRICT
PROPOSED BUDGET WORKSHEET
BUDGET YEAR 2021

\$9690 PIF
\$37/mo/sfe

	2019 Actual	2020 To Date	2020 Budget	2020 Estimated	2021 Budget
OPERATIONS					
BEGINNING FUND BALANCE	4,544,505	5,089,913	5,010,439	5,089,913	5,433,304
REVENUES					
Service Fees	1,188,733	936,134	1,224,512	1,258,559	1,489,102
Town of Granby Agreement	10,000	7,500	10,000	10,000	10,000
Compost Sales	1,387	995	1,000	995	1,000
Other - Miscellaneous	141,476	21,582	0	27,309	0
Sales Tax Service Fee	1	1	0	2	0
Other-Animal Shelter Rent	9,664	5,637	9,664	9,664	11,210
Other-Sale of Equipment	750	0	0	0	0
TOTAL REVENUES	1,352,011	971,849	1,245,176	1,306,529	1,511,312
FUNDS AVAILABLE	5,896,516	6,061,762	6,255,615	6,396,442	6,944,616
EXPENDITURES					
ADMINISTRATION					
Director's Fees	4,900	3,400	9,600	6,900	9,600
Insurance	28,782	25,444	38,816	30,895	40,340
Permit Fees	7,965	7,827	8,778	8,027	8,774
Office	10,807	10,560	15,700	14,916	17,416
Legal	13,761	16,095	25,000	24,495	25,000
Audit	6,900	7,090	7,000	7,090	7,800
Dues	6,003	7,432	7,790	7,432	7,718
Administrative Salary	70,729	48,951	79,400	73,969	80,339
Election	0	53	5,000	53	0
	149,847	126,852	197,084	173,777	196,987
UTILITIES					
Telephone	4,206	3,589	12,942	5,289	7,200
Plant Heat	13,285	6,463	15,112	11,563	13,876
Electricity	93,792	73,734	115,506	102,234	116,025
Trash Removal	2,357	1,831	2,607	2,663	2,930
	113,640	85,617	146,167	121,749	140,031
PLANT & COLLECTION					
Plant Maintenance	28,715	30,854	108,966	61,440	123,843
Collection System	4,102	2,279	30,568	13,444	98,000
Engineering	375	23,488	25,000	27,463	20,000
Operation Salaries	255,796	185,000	324,083	278,519	315,558
Fringe Benefits	170,990	158,995	209,914	202,986	250,326
Payroll Taxes	5,082	3,652	6,586	5,596	6,760
Unemployment In Lieu Of Taxes	0	0	0	0	0
Training & Travel	2,710	1,445	6,000	2,545	7,500
Auto & Truck	9,062	3,447	11,100	7,256	12,581
Operating Supplies	58,004	45,060	104,652	58,278	104,358
Compliance Lab Testing	8,280	8,335	12,000	10,085	19,500
	543,116	462,555	838,869	667,612	958,426
	806,603	675,024	1,182,120	963,138	1,295,444
TOTAL OPERATING EXPENSE	5,089,913	5,386,738	5,073,495	5,433,304	5,649,172
ENDING FUND BALANCE					
NON-OPERATING					
BEGINNING FUND BALANCE	834,031	2,079,154	2,030,699	2,079,154	2,968,917
REVENUES					
Facility/Inclusion Fees	0	0	0	0	0
Plant Investment Fees	1,571,225	1,374,620	425,000	1,578,620	484,500
Interest Earned	127,806	38,437	90,113	42,207	6,593
CWRPDA Revenue Bond Proceeds	0	0	0	0	0
TOTAL REVENUES	1,699,031	1,413,057	515,113	1,620,827	491,093
FUNDS AVAILABLE	2,533,062	3,492,211	2,545,812	3,699,981	3,460,010
EXPENDITURES					
Debt Service-CWRPDA rev bonds	308,327	310,024	310,024	310,024	308,576
Capital - Plant, Equip, Veh, Lines	145,581	138,520	613,800	416,344	3,743,500
Capital Reserves	0	0	1,387,334	0	0
Unrestricted/Restricted/Reserves	0	0	5,301,309	0	5,053,707
% Reserve Adjustment	0	0	6,840	4,696	3,399
TOTAL EXPENDITURES	453,908	448,544	7,619,307	731,064	9,109,182
ENDING FUND BALANCE	2,079,154	3,043,667	-5,073,495	2,968,917	-5,649,172
FUND BALANCE SUMMARY					
Operating	4,544,505	5,089,913	5,073,495	5,089,913	5,649,172
Non-Operating	1,988,956	2,953,469	-5,073,495	2,874,023	-5,649,172
Unrestricted Operating Contingent	545,408	296,825	5,199,845	343,391	4,948,844
Restricted - Unemployment claims	66,000	66,000	66,000	66,000	66,000
% Emergency Reserve	24,198	24,198	35,464	28,894	38,863
TOTAL FUND BALANCE	7,169,067	8,430,405	5,301,309	8,402,221	5,053,707