

# SOUTH FORT COLLINS SANITATION DISTRICT



## **2025** Proposed Budget

**Budget For the Sixty-First Year of Operation**



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# DISTRICT MANAGER TRANSMITTAL LETTER

To the Chairman and Board of Directors,

We are pleased to present the 2025 budget that allows South Fort Collins Sanitation District (District) to be fiscally sound while continuing to make a long-term commitment to providing quality water reclamation services. The budget utilizes available resources to maintain and improve our mature infrastructure. This budget is designed to fulfill the District's mission: "South Fort Collins Sanitation District protects the public health and our environment through efficient, high quality, and cost-effective reclamation and treatment of our water resources."

The District addresses several key management initiatives and maintenance priorities in the 2025 budget. Also, the 2025 budget continues a new era for the District as the shared services agreement with another agency has ended and a new in-house management and administration team has been created to carry forward the mission of the organization.

## 2025 Budget Summary and Highlights

### WASTEWATER ACTIVITY ENTERPRISE FUND

Total Sources of Funds are estimated to be \$13.4 million, or approximately 12.4 percent higher than 2024 budget. Total Uses of Funds are estimated to be \$26.2 million or approximately 9 percent higher than 2024 primarily due to capital expenditures. Key components of the 2025 budget are:

- Operating and transfers revenues totaling \$9.1 million
- Non-operating revenues totaling \$4.3 million reflect a decrease of \$.6 million due to lower investment earnings.
- Operating expenses of \$7.8 million
- Capital project expenditures of \$18.4 million are planned for conveyance, lift stations, treatment and office facilities.

We believe the budget for the District's sixty-first year of operation meets the Board's conservative fiscal management and their commitment to accountability and strong fiscal management.

Respectfully,

Eric Bailey  
District Manager

# OUR BUSINESS PLAN

## Our Mission

South Fort Collins Sanitation District protects the public health and our environment through efficient, high quality, and cost effective reclamation and treatment of our water resources.

## Our Vision

Maintaining resiliency through awareness, communication, planning and continuous improvement.

## Our Values and Principles

By developing and defining a set of core values as a District, we can accomplish all of these and more. We can use our values to lead us in all our decision making and as a metric of how we measure ourselves, our actions, and each other. We will rely on our values as we work on our mission as a trusted utility provider, environmental protector, and community partner. Looking farther out with our vision, we can rely on these values as we continue to work hard to keep this District successful for many years to come.

**SAFETY-** Protecting yourself, each other, our customers, and the environment.

**INTEGRITY-** Performing duties to the best of your ability at all times, in the best interests of the district and its employees.

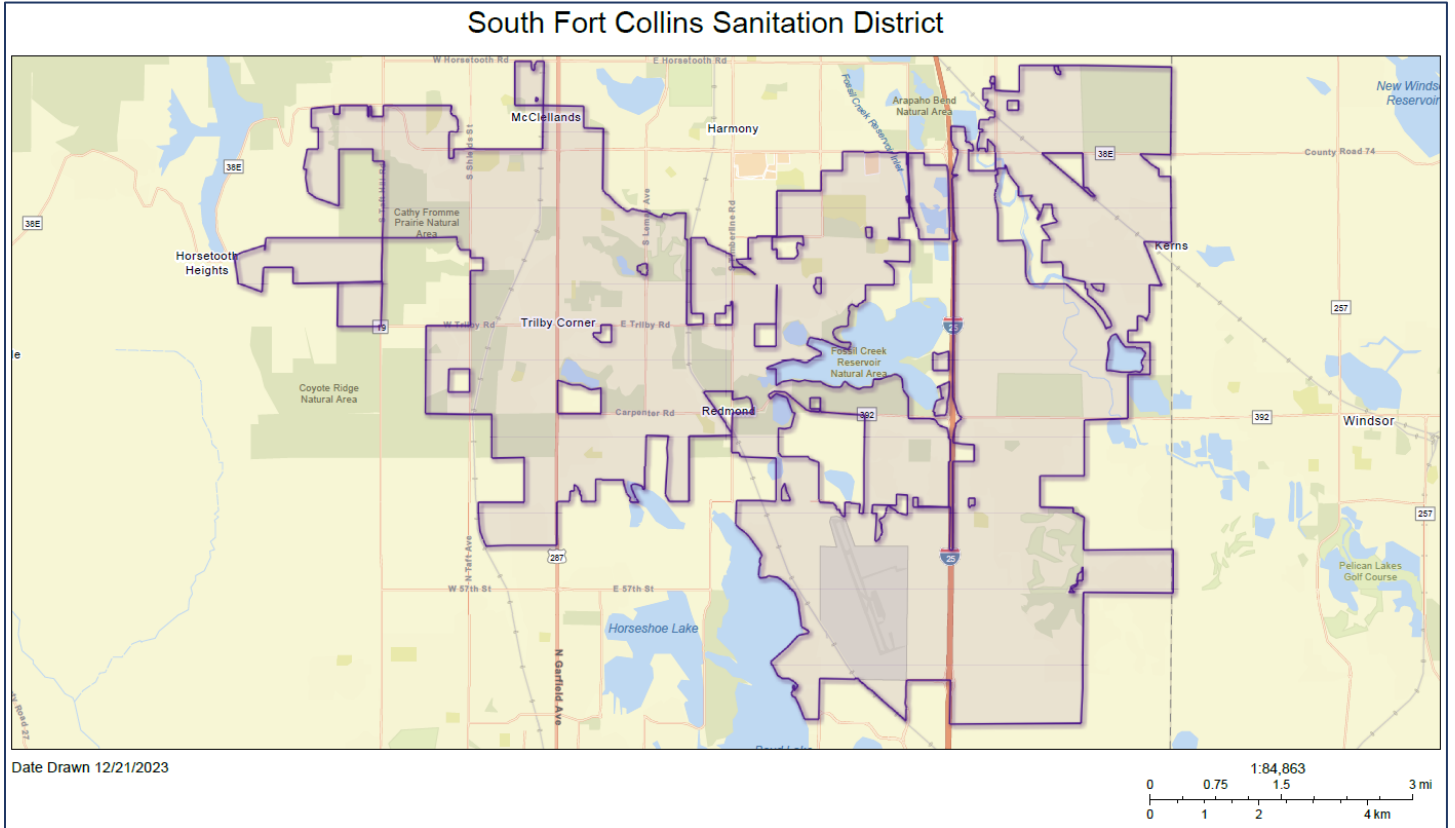
**FISCAL RESPONSIBILITY-** Safeguarding our customers' money and preparing for the future.

**ACCOUNTABILITY-** Being accountable to ourselves, our coworkers, and our customers.

**TRANSPARENCY-** Communicating openly and honestly with each other and our customers.

**RESPECT-** Treating ourselves, each other, our business partners, and our customers with respect.

# SERVICE AREA



# BOARD OF DIRECTORS

The 5-member Board is responsible for establishing policy and strategic direction. Directors must reside or own property within the District and are elected to 4-year terms. District’s Board Officers are elected by the Board. The Board holds its public meetings once every month. Directors are paid \$100 per meeting to a maximum of \$2,400 per year.

## Current Board of Directors



**Gary A. Young**  
**Chairman**  
**Term:** 6/14/2017 - 5/10/2025



**Wayne Irelan**  
**Vice-Chairman**  
**Term:** 7/8/2009 – 5/11/2027



**J. Ernest (Ernie) Brown**  
**Treasurer**  
**Term:** 1/10/2018 - 5/10/2025



**James Stewart**  
**Director**  
**Term:** 6/14/2017 - 5/10/2025



**Jeff Brauch**  
**Director**  
**Term:** 10/11/2023- 5/10/2025

# Personnel

## Staffing and Labor Expenditures

The 2025 budget encompasses labor cost for 24 full-time equivalent positions. The increase in new staffing positions is primarily related to not outsourcing management, accounting, sewer billing and engineering activities and using our own staff for these tasks. Total 2025 budgeted labor costs including benefits is \$3,647,098 compared to \$3,047,716 for 2023. Out-of-pocket 2025 benefit costs are projected at 37 percent of labor or \$928,267. A 3.75 percent increase to the salary structure is included in the 2025 anticipated labor expenditures.

## Staffing

	2025	2026	2027	2028
	Current	Budget	Budget	Budget
	FTE	FTE	FTE	FTE
Treatment	7	7	8	8
Collections	5	6	6	6
Pretreatment	2	2	2	2
Management	2	2	2	2
Finance	4	4	4	4
Engineering	2	3	3	3
<b>Total</b>	<b>22</b>	<b>24</b>	<b>25</b>	<b>25</b>



*Employee Retirement Meeting*

# FISCAL POLICIES

## Revenues

The District enterprise fund is financed through sewer service charges, tax revenues, earnings on investments and plant investment fees.

## Expenditures

The District continues to find new ways to operate more efficiently while setting lofty standards in maintaining its conveyance and treatment facilities.

## Risk Management

The District is exposed to various risks of loss related to torts, (Colorado Governmental Immunity Act limits general liability to \$424,000 per person and \$1,195,000 per occurrence) theft of, damage to and destruction of assets; errors and omissions; and natural disasters. The District carries commercial insurance for these risks. Settled claims resulting from these risks did not exceed commercial insurance coverage in any of the past three years.

## Capital Policy

Assets that have a service life of more than one year and have an initial cost of \$5,000 or more are capitalized. Assets not meeting these criteria are expensed. Depreciation is computed using the straight-line method over the estimated useful life.

## Basis of Accounting

The District financial statements are prepared using the accrual basis of accounting with the economic resources measurement focus as prescribed by the Governmental Accounting Standard Board (GASB). Under this approach, all assets, deferred outflow of resources, liabilities and deferred inflow of resources are reported in the Statement of Net Position. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

## Capital Contributions

Capital contributions consist of plant investment fees from new customers for the funding of new infrastructure related to the increase in treatment capacity from the demand of the additional taps. Also, contributions represent conveyance lines in new subdivisions that were deeded to the District. In the Statement of Revenues, Expenses and Changes in Net Position, capital contributions are recognized after nonoperating revenues (expenses).



# FISCAL POLICIES

## Financial Policy and Priorities

The financial goal of the District is to operate as cost efficiently as possible and similar to the practices of private enterprise. The District annually reviews its financial policies to assess their impact on financial activities. Policies that affected financial activities are as follows:

- Growth within the District service area pays for its own way.
- District administration, operations and replacement of aged capital assets are funded from monthly sewer service charges.
- Capital improvements to existing District assets related to the impact from the new sewer tap and the acquisition of new assets are funded by plant investment fees.
- Plant investment fees and monthly sewer service charges are reviewed annually.

## Capital Expenditures

### Operating Capital Expenditures

Rehab and replacement costs of operating capital assets are funded from monthly sewer service charges.

### Non-operating Capital Expenditures

Capital expenditures to increase and change the infrastructure capacity as the result of additional sewer taps. Plant investment fees collected from the sale of sewer taps are used to finance the non-operating capital expenditures.

## FUND STRUCTURE AND BUDGET APPROPRIATIONS - BY FUND

South Fort Collins Sanitation District is comprised of two funds to track the financial performance and budgeting oversight of its business - type operation. The major enterprise fund, Wastewater Activity Enterprise accounts for the wastewater and collection operations. The other fund, General Fund, is the owner of the activity enterprise fund. For financial reporting purposes, the General Fund is included in the Wastewater Activity Enterprise Fund statement. Also, the Wastewater Activity Fund has been established in accordance with Colorado Statutes, as "enterprise" and is excluded for the application of Article X, Section 20, of the Colorado Constitution.

### South Fort Collins Sanitation District Appropriations by Fund

**2025**  
**Total South Fort Collins Funds**  
**\$27,739,033**

**2025**  
**General Fund**  
**\$518,001**

**2025**  
**Wastewater Activity Enterprise**  
**Fund**  
**\$26,221,032**

## GENERAL FUND OVERVIEW

The South Fort Collins Sanitation District General Fund, in accordance with Colorado statutes, is the owner of the Wastewater Activity Enterprise Fund.

### Comparison of Sources and Uses by Year

	2023 Actual	2024 Budget	2024 Estimated Actual	2025 Budget	Dollar Change From 2024 Budget	Percentage Change From 2024 Budget
<b>Sources of Funds</b>						
<b>Revenues</b>						
Property and Specific Ownership Tax	523,019	551,227	689,125	<b>518,001</b>	(33,226)	-6.0%
<b>Total Sources</b>	523,019	551,227	689,125	<b>518,001</b>	(33,226)	-6.0%
Balance sheet source (use)						
<b>Total funds available</b>	523,019	551,227	689,125	<b>518,001</b>		
<b>Uses of Funds</b>						
<b>Expenses and Transfers</b>						
Larimer County Treasurer Fees		9,250	14,500	<b>14,500</b>	5,250	56.8%
Board of Directors	20,034	24,960	24,500	<b>28,000</b>	3,040	12.2%
Transfer out		517,017	650,125	<b>475,501</b>	(41,516)	-8.0%
<b>Total Uses</b>	20,034	551,227	689,125	<b>518,001</b>	(33,226)	-6.0%
<b>Ending cash:</b>	502,985	0	0	<b>0</b>		
<b>Total funds accounted for</b>	523,019	551,227	689,125	<b>518,001</b>		
<b>Board Expenses:</b>						
Directors' Fees	6,760	12,000	6,500	<b>12,000</b>	-	n/a
Payroll Taxes		960	500	<b>960</b>	-	n/a
Travel /lodging/meals/fees	13,274	12,000	17,500	<b>15,040</b>	3,040	25.3%
<b>Total</b>	20,034	24,960	24,500	<b>28,000</b>	3,040	-

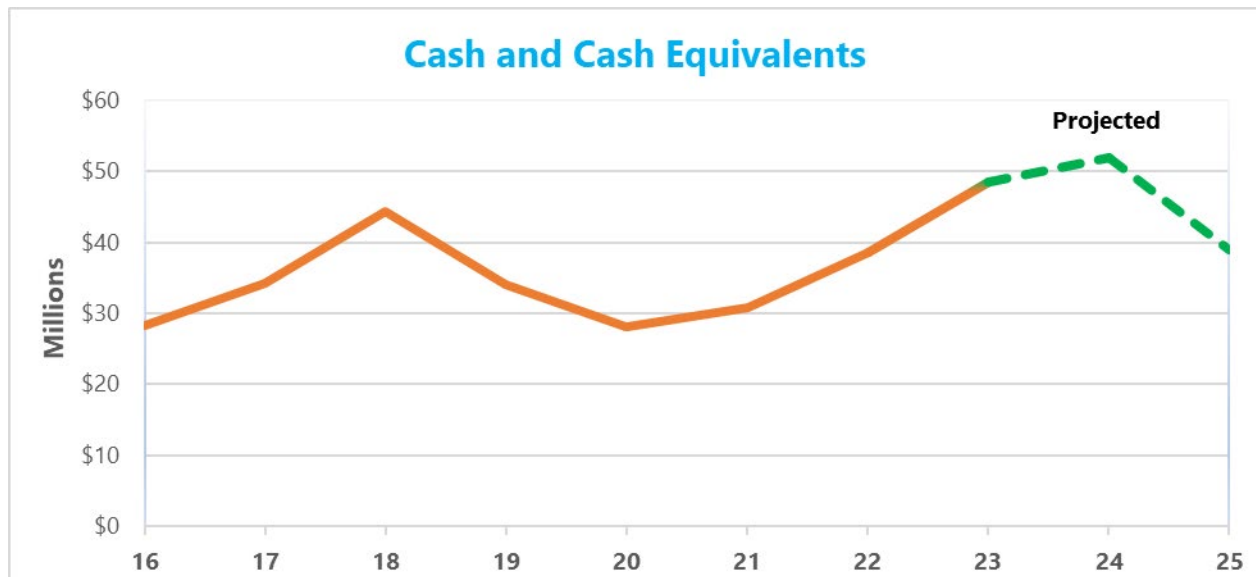
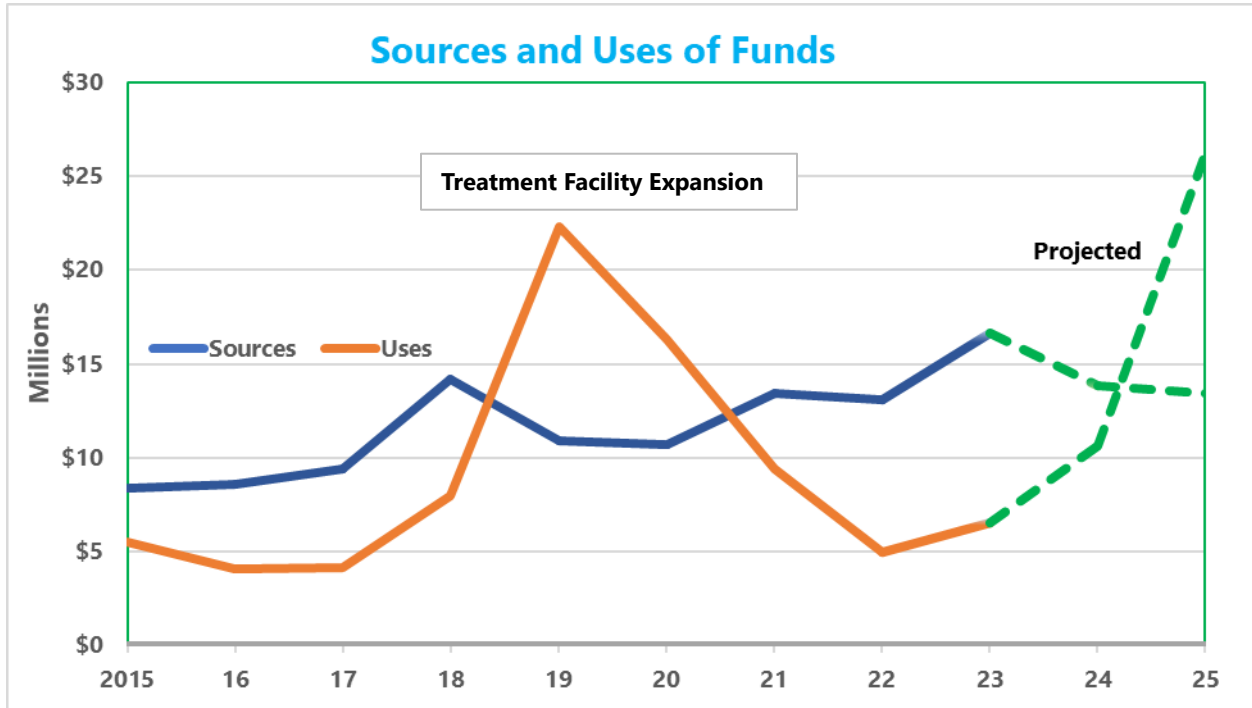
## WASTEWATER ACTIVITY ENTERPRISE FUND



# WASTEWATER ACTIVITY ENTERPRISE FUND OVERVIEW

## Financial Position

In the 2025 District's budget, total fund uses exceed the total fund sources by \$13.4 million. This planned shortage will be funded with the use of current cash reserves/resources. The District's financial structure is that revenues will accumulate over time and then be used to pay for future capital expenditures. The District considers the budget to be balanced when the sources of funds equal the use of funds.



# WASTEWATER ACTIVITY ENTERPRISE FUND OVERVIEW

## Comparison of Sources and Uses by Year

	2023 Actual	2024 Budget	2024 Estimated Actual	2025 Budget	Dollar Change From 2024 Budget	Percentage Change From 2024 Budget
<b>Beginning Cash</b>						
Operating	14,197,903	14,554,274	14,932,775	<b>12,952,991</b>		
Non-Operating	24,401,855	30,526,855	33,636,423	<b>38,866,448</b>		
Total	38,599,758	45,081,129	48,569,198	<b>51,819,439</b>		
<b>Sources of Funds</b>						
<b>Revenue Sources</b>						
<b>Operating Revenues/Transfers</b>						
Sewer Service Charges	7,203,073	7,024,000	7,290,000	<b>9,120,031</b>	2,096,031	29.84%
Other		500	750	<b>500</b>	-	-
Total operating revenues	7,203,073	7,024,500	7,290,750	<b>9,120,531</b>	2,096,031	29.84%
<b>Non-Operating Revenues</b>						
Plant Investment Fees	6,640,200	2,800,000	3,300,000	<b>2,500,000</b>	(300,000)	-10.71%
Earnings on Investments	2,199,731	1,600,000	2,500,000	<b>1,200,000</b>	(400,000)	-25.00%
Transfer in/Property Taxes	523,019	517,017	650,125	<b>518,001</b>	984	0.19%
Intergovernmental - Grants	7,950		30,300	<b>44,000</b>	44,000	n/a
Other	50,017	7,500	57,700	<b>46,000</b>	38,500	513.33%
Inclusion Fees	2,617	3,150	2,400	<b>2,500</b>	(650)	-20.63%
Sale of Assets	1,500	5,000	7,000	<b>5,000</b>	-	-
Total non-operating revenues	9,425,034	4,932,667	6,547,525	<b>4,315,501</b>	(617,166)	-12.51%
<b>Total Sources</b>	16,628,107	11,957,167	13,838,275	<b>13,436,032</b>	1,478,865	12.37%
Balance Sheet Source (Use)	(131,534)					
Total Funds Available	55,096,331	57,038,296	62,407,473	<b>65,255,471</b>		
<b>Use of Funds</b>						
<b>Operating Expenses</b>						
Treatment	2,411,359	2,668,502	2,262,768	<b>3,288,588</b>	620,086	23.2%
Collection	884,016	1,108,522	1,070,352	<b>1,313,456</b>	204,934	18.5%
Pretreatment	256,265	333,243	348,900	<b>391,713</b>	58,470	17.5%
Management	1,201,228	804,854	739,928	<b>832,197</b>	27,343	3.4%
Finance	700,539	1,129,678	806,718	<b>879,310</b>	(250,368)	-22.2%
Engineering	388,305	803,749	506,868	<b>1,109,767</b>	306,018	38.1%
<b>Total Operating Expenses</b>	5,841,712	6,848,548	5,735,534	<b>7,815,032</b>	966,484	14.1%
<b>Capital</b>						
Operating	494,955	7,385,650	3,535,000	<b>8,409,750</b>	1,024,100	13.87%
Non-Operating	190,466	9,802,500	1,317,500	<b>9,986,250</b>	183,750	1.87%
Total Capital	685,421	17,188,150	4,852,500	<b>18,396,000</b>	1,207,850	7.03%
Total Expenditures	6,527,133	24,036,698	10,588,034	<b>26,211,032</b>	2,174,334	9.05%
Contingency Appropriation		10,000		<b>10,000</b>	-	-
<b>Total Uses</b>	6,527,133	24,046,698	10,588,034	<b>26,221,032</b>	2,174,334	9.04%
<b>Ending Cash</b>						
Operating	14,932,775	7,334,576	12,952,991	5,838,741		
Non-Operating	33,636,423	25,657,022	38,866,448	33,195,699		
Total	48,569,198	32,991,598	51,819,439	<b>39,034,440</b>		
Total Funds Accounted For	55,096,331	57,038,296	62,407,473	<b>65,255,471</b>		

**WASTEWATER ACTIVITY ENTERPRISE FUND OVERVIEW**

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# WASTEWATER ACTIVITY ENTERPRISE FUND - REVENUES





# WASTEWATER ACTIVITY ENTERPRISE FUND OVERVIEW

## Revenues

The 2025 Wastewater Activity Enterprise Fund budgeted revenues are \$13,436,032. compared to \$11,957,167 for 2023, an increase of \$1,478,865 or 12.4 percent. The bulk of the increase is attributable to a 2025 rate adjustment. This adjustment came after careful consideration by the Board, factoring in rising costs and at the same time - rates have not changed since 2017.

## Sewer Service Charges Revenue (67.9% of Total Sources of Funds)

Sewer Service Charges are collected monthly from customers and the rates are set by class of service, residential and non-residential, respectively. The 2025 budget is based on the following rates: \$30 for residential service, the first-rate change since February 2017 and for non-residential a summary is provided below.

### Non-residential Rates

#### (First-rate change since February 2017)

Water Tap Size	Monthly Base Fee	Per 1,000 Gallons
5/8" & 3/4"	\$ 30.00	1.50
1"	\$ 49.50	1.50
1.5"	\$ 100.50	1.50
2"	\$ 159.00	1.50
3"	\$ 349.50	1.50
4"	\$ 699.00	1.50

## Plant Investment Fees Revenue (18.6% of Total Sources of Funds)

Plant investment fees are collected as the cost to connect to the District's sewer system. Being aware of the pressure higher interest rates are putting on the housing market - the District is expecting to see moderate sewer tap sales for 2025. Plant investment fee revenue is expected to be \$2.5 million for 2025 with no change in the fee of \$6,200 per tap unit.

## Earnings on Investment (8.9% of Total Sources of Funds)

In 2025, earnings on investment are estimated to be \$1.2 million. Most policymakers expect the benchmark short-term interest rate to head lower and to end 2025 at 3 percent.

# WASTEWATER ACTIVITY ENTERPRISE OPERATING EXPENSES



# WASTEWATER ACTIVITY ENTERPRISE FUND OVERVIEW

## Operations – Treatment (12.5% of Total Uses of Funds)

The Treatment Division, of South Fort Collins Sanitation District, provides wastewater treatment to over 60,000 customers at an average daily flow of over 3.65 million gallons with a peak capacity of 9 million per day. The Treatment Division is responsible for the proper and continuous operation of the treatment facility to ensure public health and protect the receiving waters of Fossil Creek Reservoir. The department services and maintains equipment housed in nine buildings and auxiliary structures on the treatment plant site.

In 2024, the Treatment Division accomplished numerous tasks to ensure the proper operation of equipment and processes. So far this year, we have experienced relatively average flows although the average organic loading rate (BOD5) has increased by about 5.3% over last year. The Treatment Division has also:

- Performed over 9,000 laboratory tests.
- Completed submission of laboratory testing and data to Jacobs Engineering in support of our current Treatment Plant Re-rating Study.
- Completed over 3,000 work orders generated by the Fiix software.
- Completed self-performed modifications to both of our 'slurry cups' which are an integral part to our Grit Removal System. These modifications averted more than \$100,000 in proposed replacement costs and are expected to extend the life of this equipment by more than 15 years.
- Performed full rebuilds of our grit snail conveyor systems, which are another integral part of our Grit Removal System.
- Implemented a regular in-situ cleaning procedure for the aeration membranes on the Step-feed Aeration basin. We have noticed substantial benefits from this including increased nitrogen removal.
- Drained and cleaned our newest Secondary Clarifier, which uses a slightly different technology than our two older clarifiers. After reviewing historical information, we developed a system for securing the seals at the rotating portion of the clarifier's drive. Without going into much detail, this has generally been an accepted anomaly of these clarifiers. The modification will also be implemented for the two older clarifiers when we drain and clean them in 2025.
- We are continuing to run our Return Activated Sludge (RAS) at lower rates which results in lower energy consumption and improved process control of the Step-feed Aeration Basin.
- A few modifications were completed on the CSSD Building's ventilation system including heater replacements, exhaust fan motor replacement and minor repairs to the Electrical Room's air conditioning.
- Instituted an averaging algorithm for solids wasting control that has proved to give us much more predictable solids inventory. This is a critical component of our overall treatment process. Additional benefits of the improved wasting control are:
  - The ability to maintain fresher wasted solids in the tank.
  - >10% Lower polymer (coagulant) usage.
  - More consistent feeds to the ATAD System.
  - Improved solids reduction rates (digestion) by the ATAD System.
  - Reduced transportation costs for the hauled biosolids.
  - Consistently lower nitrogen levels leaving the ATAD System.

# WASTEWATER ACTIVITY ENTERPRISE FUND OVERVIEW

## Operations – Treatment (12.5% of Total Uses of Funds)

- Rehabilitated our older (2007) Ultraviolet Disinfection channel involving:
  - Mass re-lamping.
  - Ballast replacements.
  - Cooling system improvements.
  - Relatively major electrical wiring and connection repairs.
- Completed a piping reconfiguration on our Non-potable Water (NPW) system that has predictably resulted in a more consistent residual chlorine level. This in turn keeps our entire NPW system cleaner and much easier to maintain (storage tank, strainers, piping, final control components, etc.)
- We have adopted a more focused approach on getting our Operation and Maintenance personnel trained to higher levels through:
  - Advancing their CWP certifications.
  - Maintaining our cross-training culture.
  - Undertaking more work that would have traditionally been outsourced, such as rebuilding of our high pressure rotary lobe pumps (TWAS Pumps).

In 2025, the SFCSO Treatment Division intends to:

- Relocate our Influent Composite Sampler. This is intended to provide for more consistent organic loading data.
- Commission the newly refurbished Orbal Aeration Basin. This will involve placing this system back into service and integrating it with the overall treatment process.
- Drain, clean and refurbish both passes of our Step-feed Aeration Basin.
- Develop and implement an improved method of air control to the Step-feed Aeration Basin that will result in energy savings without sacrificing process results.
- Drain, clean and make the seal modifications to our two older Secondary Clarifiers. We will also take this opportunity to plan for future full refurbishment of these two clarifiers.
- Implementation of chemical feeds to the mixed liquor to facilitate a higher degree of phosphorous removal in preparation for future Regulation 85 compliance.
- Investigate and implement a method of keeping the ATAD Transfer System piping clear of struvite deposits. We believe this to be a method that can be achieved with minimal mechanical modifications.
- Continue in our efforts to optimize ATAD operations.
- Plan and prepare for large-scale preventative maintenance on the centrifuge.
- Perform major preventative maintenance on our newer (2020) Ultraviolet Disinfection channel.

	2023	2023	2024	2025	Dollar	Percentage
Treatment Summary	Actual	Budget	Estimated Actual	Budget	Change From 2024 Budget	Change From 2024 Budget
<b>Expenditures:</b>						
Lab	107,430	<b>112,500</b>	143,406	<b>143,450</b>	30,950	27.50%
Treatment System	309,257	<b>253,625</b>	207,841	<b>1,100,575</b>	823,525	333.9%
Operating	1,039,968	<b>1,258,500</b>	1,015,788	<b>925,000</b>	(333,500)	-26.5%
Supporting Facilities	69,151	<b>72,150</b>	51,807	<b>92,550</b>	20,400	28.3%
Other	135,684	<b>54,820</b>	39,426	<b>71,000</b>	16,180	29.5%
	1,661,490	1,751,595	1,458,268	<b>2,332,575</b>	557,555	

# WASTEWATER ACTIVITY ENTERPRISE FUND OVERVIEW

## Operations – Treatment (12.5% of Total Uses of Funds)

	2023	2024	2024	2025	Dollar	Percentage
	Actual	Budget	Estimated	Budget	Change From	Change From
			Actual		2024 Budget	2024 Budget
<b>Lab</b>						
Treatment Permit-NPDES	37,538	57,700	58,469	<b>89,300</b>	31,600	54.8%
Treatment Process Control	4,785	10,600	7,563	<b>24,650</b>	14,050	132.5%
Treatment Biosolids	7,642	6,000	3,799	<b>7,500</b>	1,500	25.0%
Water Quality	47,492	38,200	67,578	<b>22,000</b>	(16,200)	-42.4%
Treatment Biosolids	9,973		5,997			
<b>Total Lab</b>	<b>107,430</b>	<b>112,500</b>	<b>143,406</b>	<b>143,450</b>	<b>30,950</b>	<b>27.5%</b>
<b>Treatment System</b>						
Screening/Grit Removal-Headworks	47,891	27,700	22,804	<b>37,200</b>	9,500	34.3%
Aeration-Blower-Step Feed Process	40,908	12,000	3,625	<b>25,925</b>	13,925	116.0%
Aeration-CSSD	48,260	40,075	56,158	<b>194,950</b>	154,875	386.5%
Biosolids-ATAD	28,068	14,500	22,019	<b>18,550</b>	4,050	27.9%
Biosolids-Dewatering	120,540	127,600	88,752	<b>668,950</b>	541,350	424.3%
Clarifiers	89		776	<b>94,900</b>	94,900	n/a
Disinfection-UV/Filters	23,501	31,750	13,707	<b>60,100</b>	28,350	89.3%
<b>Total Treatment System</b>	<b>309,257</b>	<b>253,625</b>	<b>207,841</b>	<b>1,100,575</b>	<b>846,950</b>	<b>333.9%</b>
<b>Operating</b>						
Treatment Chemicals	508,805	658,500	450,382		(658,500)	n/a
Treatment Facility Energy	531,163	600,000	565,406	<b>925,000</b>	325,000	54.2%
<b>Total Operating</b>	<b>1,039,968</b>	<b>1,258,500</b>	<b>1,015,788</b>	<b>925,000</b>	<b>(333,500)</b>	<b>-26.5%</b>
<b>Supporting Facilities</b>						
Admin/Laboratory Building	17,621	7,350	13,321	<b>15,000</b>	7,650	104%
Collections Building	4,636	8,350	224	<b>5,000</b>	(3,350)	-40%
Generator	3,196		9,703	<b>12,800</b>	12,800	n/a
Treatment Facility Grounds	23,631	23,000	20,313	<b>33,100</b>	10,100	44%
Shop Building	1,901	9,200	4,258	<b>7,900</b>	(1,300)	-14%
Storage Building			1,369	<b>1,500</b>	1,500	n/a
Tank	16,454	22,000	273	<b>15,000</b>	(7,000)	-32%
Vehicle Maintenance Building	1,712	2,250	2346	<b>2,250</b>	-	-
<b>Total Supporting</b>	<b>69,151</b>	<b>72,150</b>	<b>51,807</b>	<b>92,550</b>	<b>20,400</b>	<b>28.3%</b>
<b>Other</b>						
Treatment Facility Water	9,022	12,550	7,897	<b>10,500</b>	(2,050)	-16%
Treatment Fleet	6,486	12,475	5,288	<b>5,750</b>	(6,725)	-54%
Treatment Supporting Services	113,148	20,545	17,446	<b>43,600</b>	23,055	112%
Treatment Training & Development	4,284	4,150	2,370	<b>4,150</b>	-	-
Treatment Safety	2,744	5,100	6,425	<b>7,000</b>	1,900	37%
<b>Total Other</b>	<b>135,684</b>	<b>54,820</b>	<b>39,426</b>	<b>71,000</b>	<b>16,180</b>	<b>29.5%</b>
<b>Labor</b>						
Treatment Labor/Benefits	749,869	916,907	804,500	<b>956,013</b>	39,106	4.3%
<b>Total Labor</b>	<b>749,869</b>	<b>916,907</b>	<b>804,500</b>	<b>956,013</b>		
<b>Total Treatment</b>	<b>2,411,359</b>	<b>2,668,502</b>	<b>2,262,768</b>	<b>3,288,588</b>	<b>620,086</b>	<b>23.2%</b>

# WASTEWATER ACTIVITY ENTERPRISE FUND OVERVIEW

## Operations – Collections (5% of Total Uses of Funds)

The Collections Division services and maintains over 290-miles of gravity sewer main, 7.5 miles of force main, and 7,189 manholes. The department operates and maintains seven (7) lift stations and is responsible for the inspection and acceptance of newly installed sewer infrastructure. The department is responsible for the continuous and uninterrupted operation of wastewater conveyance infrastructure throughout the service area.

In 2024, in addition to operating and maintaining the collection system in an efficient and cost-effective manner with no disruptions in service to our 17,000+ customers, the SFCSD collections department:

- **Manhole Inspections:** Completed 1,800 inspections to assess condition and identify opportunities for rehabilitation and maintenance.
- **Construction Inspections:** Conducted 140 inspections of new infrastructure to ensure compliance with District standards.
- **Root Removal:** Removed roots from 279 manholes to ensure reliable flow and reduce risks of blockages.
- **Pipeline Cleaning and Televising:** Cleaned and televised 70 miles of sewer main to maintain system efficiency and identify potential issues.
- **Flow Monitoring:** Installed and monitored flow equipment at 15 nodes across the District to analyze system performance and capacity.
- **Smoke Testing:** Completed a smoke testing project to identify and address sources of inflow and infiltration (I&I).
- **Vapor-Rooting Operations:** Treated unlined clay sewer mains in multiple neighborhoods using vapor-rooting techniques to manage root intrusion.
- **I&I Repairs:** Rehabilitated 14 manholes with significant I&I issues, reducing groundwater infiltration into the system.
- **Manhole Repairs:** Raised to grade and repaired approximately 50 manholes in offsite areas that were damaged or below grade.
- **Utility Locates:** Processed over 17,000 locate tickets, a notable increase from the 12,600 completed in 2023.
- **Infrastructure Improvements:** Installed a gravity grease interceptor (GGI) at the WWTP dump pad to capture fats, oils, and grease removed during system cleaning.

Building on 2024 accomplishments, the SFCSD Collections Department plans to continue investing in system reliability and efficiency in 2025. Key objectives include:

- **Manhole Rehabilitation:** Rehabilitate corroded manholes downstream of the Crossroads Lift Station to mitigate risks associated with H<sub>2</sub>S corrosion.
- **I&I Repairs:** Repair 15 manholes identified with I&I issues during inspections to reduce groundwater infiltration.
- **Bypass Valves:** Install bypass valves and standpipes at the Highland and Ptarmigan Lift Stations to allow for emergency bypass pumping.
- **Portable Pump:** Purchase a portable bypass pump to enhance system resilience during emergencies and planned maintenance.
- **Flow Monitoring Program Expansion:** Continue expanding the flow monitoring program to enhance data collection and system performance analysis.

# WASTEWATER ACTIVITY ENTERPRISE FUND OVERVIEW

## Operations – Collections (5% of Total Uses of Funds)

### 2025 Operating Budget Summary

#### Lift Stations

Budgeted items for lift stations are shown itemized by individual lift stations. Based on 2024 budget actuals, the allocations for each lift station have been updated to reflect anticipated operational and maintenance needs. Factors such as age, criticality, known upgrades, and maintenance history have informed these adjustments. Key changes include increased allocations for lift stations requiring more intensive maintenance due to higher operational demands or aging infrastructure.

#### Conveyance

Budgeted items for conveyance are shown separately from lift stations, with allocations designed to support critical system maintenance:

- **Jetting and Pipe Inspection:** These line items reflect costs associated with ongoing maintenance and the anticipated expenses for cleaning and inspection equipment.
- **Pipe Repair and Maintenance:** Funds have been allocated to address unplanned maintenance for sewer mains and manholes, ensuring rapid response to unforeseen issues.
- **Line Locates:** With utility locate requests anticipated to remain at or above 17,000 for 2025, the cost of responding to tickets has increased. Additionally, there is an expectation that the District’s locate contractor may renegotiate their contract, further impacting costs.

#### Other:

Budgeted items for Other include expenses for collections fleet maintenance, employee training and development, and the District’s safety program. These investments reflect a continued commitment to equipping staff with the tools, knowledge, and safe working environments necessary to maintain operational efficiency.

	2023	2024	2024	2025	Dollar	Percentage
Collections Summary	Actual	Budget	Estimated Actual	Budget	Change From 2024 Budget	Change From 2024 Budget
<b>Expenditures:</b>						
Lift Stations	175,203	151,000	143,168	<b>171,360</b>	20,360	13%
Conveyance	115,897	379,798	357,534	<b>345,049</b>	(34,749)	-9%
Other	69,315	26,000	32,750	<b>42,500</b>	16,500	63%
	360,415	556,798	533,452	<b>558,909</b>	2,111	0.4%

# WASTEWATER ACTIVITY ENTERPRISE FUND OVERVIEW

## Operations – Collections (5% of Total Uses of Funds)

	2023	2024	2024	2025	Dollar	Percentage
	Actual	Budget	Estimated	Budget	Change From	Change From
			Actual		2024 Budget	2024 Budget
<b>Collections</b>						
<b>Lift Stations</b>						
Boyd Lake	5,083	3,500	4,640	<b>6,440</b>	2,940	84.0%
Crossroads	12,714	7,000	26,100	<b>21,440</b>	14,440	206.3%
H25	7,584	5,000	5,500	<b>5,510</b>	510	10.2%
Highland Meadows	29,413	15,000	15,337	<b>15,510</b>	510	3.4%
McClelland	7,418	3,000	7,400	<b>5,510</b>	2,510	83.7%
Old Boyd	7,008	3,000	6,191	<b>6,440</b>	3,440	114.7%
Ptarmigan	105,983	114,500	78,000	<b>110,510</b>	(3,990)	-3.5%
<b>Total Lift Stations</b>	<b>175,203</b>	<b>151,000</b>	<b>143,168</b>	<b>171,360</b>	<b>20,360</b>	<b>13.5%</b>
<b>Conveyance</b>						
Jetting	43,302	143,734	100,000	<b>50,000</b>	(93,734)	-65.2%
Pipe Inspection	39,917	141,064	90,000	<b>110,049</b>	(31,015)	-22.0%
Pipe Repair & Maintenance	10,906	15,000	65,000	<b>65,000</b>	50,000	333.3%
Smoke Testing			12,534			n/a
Line Locates	21,772	80,000	90,000	<b>120,000</b>	40,000	50.0%
<b>Total Conveyance</b>	<b>115,897</b>	<b>379,798</b>	<b>357,534</b>	<b>345,049</b>	<b>(34,749)</b>	<b>-9.1%</b>
<b>Other</b>						
Collection Fleet	23,018	10,000	13,000	<b>20,000</b>	10,000	100.0%
Collections Supporting Services	31,599	5,000	9,000	<b>10,000</b>	5,000	100.0%
Collections Safety	7,738	5,000	7,500	<b>7,500</b>	2,500	50.0%
Collections Training & Development	6,960	6,000	3,250	<b>5,000</b>	(1,000)	-16.7%
<b>Total Other</b>	<b>69,315</b>	<b>26,000</b>	<b>32,750</b>	<b>42,500</b>	<b>16,500</b>	<b>63.5%</b>
<b>Labor</b>						
Collection Labor/Benefits	523,601	551,724	536,900	<b>754,547</b>	202,823	36.8%
<b>Total Labor</b>	<b>523,601</b>	<b>551,724</b>	<b>536,900</b>	<b>754,547</b>		
<b>Total Collections</b>	<b>884,016</b>	<b>1,108,522</b>	<b>1,070,352</b>	<b>1,313,456</b>	<b>204,934</b>	<b>18.5%</b>



# WASTEWATER ACTIVITY ENTERPRISE FUND OVERVIEW

## Operations – Pretreatment (1.4% of Total Uses of Funds)

### Operations – Industrial Pretreatment

The Industrial Pretreatment Division regulates discharges of commercial and industrial waste to minimize the introduction of pollutants into the collection system and to the wastewater treatment plant that can interfere and/or disrupt processes. The division regulates 311 businesses in the services area, including 87 gravity grease interceptors, 11 hydromechanical grease interceptors, 112 sand/oil interceptors, 3 oil/water separators, 6 mercury amalgam separators, 8 dump stations, and 6 federal, categorical permits conducting metal finishing, magnesium injection molding, anodizing and metal coating. Through routine inspection, outreach and enforcement, the division has required the removal of 436,842-gallons of fats, oil, and grease from the collection system in 2024.

In 2024, in addition to routine inspections, outreach and sampling, the SFCSD pretreatment division:

- **Regulatory Inspections:** Conducted 267 inspections of businesses and pretreatment devices (compared to 124 in 2023).
- **Sampling:** Collected 145 wastewater samples, including quarterly, annual, and investigative sampling, to monitor compliance and pollutant loading.
- **Regulatory Enforcements:** Issued and resolved 81 enforcements, generating \$13,460.55 in penalties.
- **FOG Program Expansion:** Oversaw 406 pump-outs, requiring the removal of 563,487 gallons of FOG from the collection system to reduce system impacts.
- **PFAS Grant Administration:** Successfully managed a \$30,300 grant from CDPHE to support PFAS sampling and analysis.

In 2025, the Pretreatment Division will build on its success with the following objectives:

- **PFAS Sampling:** Continue administering the PFAS grant, with a total allocation of \$44,000, to expand pollutant loading data and develop source control strategies.
- **Flow Monitoring Integration:** Combine sampling efforts with flow monitoring to better understand flows and pollutant loads entering the wastewater treatment plant.
- **Enhanced Outreach and Inspections:** Increase inspections and engagement with industrial and commercial users to further reduce costly pollutants entering the collection system.

# WASTEWATER ACTIVITY ENTERPRISE FUND OVERVIEW

## Operations – Pretreatment (1.4% of Total Uses of Funds)

### 2025 Operating Budget Summary

#### Pretreatment

Budgeted items for pretreatment reflect costs associated with sampling and testing equipment and supplies, compliance management software subscription, sample analysis, FOG (Fats, Oils & Grease) outreach materials, training and development of pretreatment staff, and fleet costs.

#### Pretreatment Sampling/Lab Tests:

This budget continues to accommodate increased sampling efforts, including PFAS-related work, and now includes funding for the purchase of three new composite samplers. These samplers will significantly enhance operational efficiency by enabling complex sampling operations to be completed in fewer hours. With a total of six samplers, the division can deploy multiple units on the same day, reducing the need to stagger sampling operations across several days.

#### Pretreatment Fleet:

The increase in fleet costs reflects anticipated upgrades to the pretreatment vehicle to better equip it for sampling and inspection activities. These enhancements will transition the vehicle from a collection’s operations truck to a dedicated sampling and inspection truck, improving functionality and efficiency for the division's needs.

#### FOG Program

This allocation supports outreach efforts to manage grease discharges and reduce their impact on the collection system. This also includes the annual SaaS subscription for the District’s Swift Comply software.

	2023 Actual	2024 Budget	2024 Estimated Actual	2025 Budget	Dollar Change From 2024 Budget	Percentage Change From 2024 Budget
<b>Pretreatment</b>						
Pretreatment Permitting	171	1,000	300	1,000	-	0.0%
Pretreatment Compliance	348	7,500	100	10,000	2,500	33.3%
Pretreatment Fleet	4,088	2,000	2,500	2,500	500	25.0%
Pretreatment Sampling/Lab Tests	29,945	30,000	38,000	40,000	10,000	33.3%
FOG Program	4,818	500	5,000	6,000	5,500	1100.0%
Pretreatment Training & Development	2,790	2,000	1,000	2,000	-	0.0%
<b>Total Pretreatment</b>	42,160	43,000	46,900	61,500	18,500	43.0%
<b>Labor</b>						
Pretreatment Labor/Benefits	214,105	290,243	302,000	330,213	39,970	13.8%
<b>Total Labor</b>	214,105	290,243	302,000	330,213		
<b>Total Pretreatment</b>	256,265	333,243	348,900	391,713	58,470	17.5%

# WASTEWATER ACTIVITY ENTERPRISE FUND OVERVIEW

## Management (3.1% of Total Uses of Funds)

Management oversees all aspects of District's day-to-day operations and carries out the directives of the Board of Directors. Also develops long-range strategic plans that ensure the District meets its customers' needs in a cost-effective manner. The District's values and principles help guide the organization, and the District Manager utilizes the talent and skills of the entire staff to fulfill the organizational objectives.

In 2024, the Management Department:

- Worked to fully staff all District Departments
- Began to identify a 10-year Capital Improvement plan for more accurate long-range planning
- Fully transitioned Accounting and Finance practices for more detailed tracking and budgeting
- Oversaw multiple projects in preparation for a new NPDES permit with increase capacity
- Performed an in-house rate study resulting in a recommended rate adjustment for the first time in 8 years

In 2025, the Management Department:

- Provide oversight on reclamation projects that have been delayed during previously contracted management. Including:
  - Expansion of Ptarmigan lift station force main capacity
  - Emergency bypass and redundancy features at lift stations
  - Road and site repairs at remote District sites
  - District-wide SCADA and security upgrades
- Provide oversight of the new administrative office space.
- Provide oversight of highway safety improvements for staff and the general public.
- Coordinate Board of Directors meetings, conferences and other related expenses.
- Develop and enforce policies, rules and procedures.
- Provide general oversight of all District activities.
- Respond to major unforeseen contingency projects and expenses.
- Coordinate general legal counsel expenses and fees.

# WASTEWATER ACTIVITY ENTERPRISE FUND OVERVIEW

## Management (3.1% of Total Uses of Funds)

	2023 Actual	2024 Budget	2024 Estimated Actual	2025 Budget	Dollar Change From 2024 Budget	Percentage Change From 2024 Budget
<b>General</b>						
Legal	48,752	75,000	35,000	<b>45,000</b>	(30,000)	-40.0%
Insurance-Liability & Property	105,502	115,000	123,923	<b>155,000</b>	40,000	34.8%
Safety	4,785	14,000	7,500	<b>10,000</b>	(4,000)	-28.6%
Management Fleet	2,910	2,600	4,200	<b>2,000</b>	(600)	-23.1%
<b>Total General</b>	161,949	206,600	170,623	<b>212,000</b>	5,400	2.6%
<b>Supporting Services</b>						
Management (FCLWD Fee)	382,068	-	-	-	-	n/a
Communications	87,139	68,000	65,000	<b>18,000</b>	(50,000)	-73.5%
Computer	62,681	48,500	25,000	<b>30,000</b>	(18,500)	-38.1%
Office	16,029	38,000	20,000	<b>21,000</b>	(17,000)	-44.7%
Mobile Admin. Trailer	69,652	2,675	38,000	<b>42,000</b>	39,325	1470.1%
Farm Land	680	-	705	<b>800</b>	800	n/a
Workplace Engagement	9,872	5,000	15,000	<b>15,000</b>	10,000	200.0%
Management Training & Development	2,142	15,000	2,000	<b>2,500</b>	(12,500)	-83.3%
<b>Total Supporting Services</b>	630,263	177,175	165,705	<b>129,300</b>	(47,875)	-27.0%
<b>Labor</b>						
Labor/Benefits	409,016	421,079	403,600	<b>490,897</b>	69,818	16.6%
<b>Total Labor</b>	409,016	421,079	403,600	<b>490,897</b>		
<b>Total Management</b>	1,201,228	804,854	<b>739,928</b>	<b>832,197</b>	27,343	3.4%

# WASTEWATER ACTIVITY ENTERPRISE FUND OVERVIEW

## Finance (3.3% of Total Uses of Funds)

The Finance Department consists of budgeting, payroll, sewer billing, accounting, records and human resources in support of the District's Board of Directors, Management and staff. The department provides support on matters relating to financial reporting, grants, capital projects, investments, billing, employee benefits, workers' compensation and retirement while maintaining adherence to financial policies, procedures and regulatory compliance requirements.

The department provides leadership in recruiting, interviewing new employees and assists employees with benefits enrollment and changes. The Records function is responsible for controlling and maintaining all official District records and responding to Colorado Open Records Act (CORA) requests.

The accounting function also maintains, monitors and enforces a system of internal control and segregation of duties. This function also provides financial planning for the annual budget and the ten-year capital improvement program, analysis of operational productivity and special projects.

In 2024, the Finance Department:

- Responded to records requests from the public.
- Prepared accounting schedules related to the annual financial audit
- Advance the functionality of the BC 365 accounting software.
- Successfully paid employees on a biweekly schedule .
- Continue to develop new accounting chart of accounts for financial reporting
- On-boarding of four new employees.
- Development of the annual budget document and update of the ten-year budget.
- Directed in-house long term financial planning with the Board leading to a rate adjustment for 2025
- Provide support to update Employee Handbook

In 2025, the Finance Department intends to:

- Implement additional software functionality and continue to enhance the BC 365 accounting software.
- Develop additional reporting from the BC 365 accounting system, including self-service options for staff.
- Conduct annual renewal of insurance benefits to consider plan design improvements, determine premium increases and review the performance of existing benefit vendors.
- Continue to inventory and index permanent records and review records retention schedules.

# WASTEWATER ACTIVITY ENTERPRISE FUND OVERVIEW

Finance (4.2% of Total Uses of Funds)

	2023 Actual	2024 Budget	2024 Estimated Actual	2025 Budget	Dollar Change From 2024 Budget	Percentage Change From 2024 Budget
<b>Accounting</b>						
Audit	26,294	27,615	28,478	<b>31,000</b>	3,385	12.3%
Accounting	55,323		1,100	<b>1,500</b>		n/a
Accounting Software	21,349	84,500	35,000	<b>35,000</b>	(49,500)	-58.6%
Collections Fees	(21)		14,500	<b>14,500</b>		n/a
Training & Development	428	3,500	2,500	<b>2,750</b>	(750)	-21.4%
<b>Total Accounting</b>	103,373	115,615	81,578	<b>84,750</b>	(46,865)	-40.5%
<b>Budget/Cash Management</b>						
Financial Planning		500			(500)	n/a
Treasury Management	5,498	500	11,000	<b>14,400</b>	13,900	2780.0%
<b>Total Budget/Cash Management</b>	5,498	1,000	11,000	<b>14,400</b>	13,400	n/a
<b>Human Resources</b>						
Payroll	7,315	6,000	5,000	<b>5,000</b>	(1,000)	-16.7%
Employee-Related	4,584	5,500	5,000	<b>5,000</b>	(500)	-9.1%
<b>Total Human Resources</b>	11,899	11,500	10,000	<b>10,000</b>	(1,500)	-13.0%
<b>Rate Development</b>						
Sewer Rate Study		30,000			(30,000)	n/a
PIF Rate Study		15,000			(15,000)	n/a
<b>Total Rate Development</b>	-	45,000	-	-	(45,000)	n/a
<b>Records</b>						
Management	19	1,000	6,500	<b>1,000</b>	-	-
<b>Total records</b>	19	1,000	6,500	<b>1,000</b>	-	-
<b>Utility Billing</b>						
Billing Banking/Lockbox	312	<b>8,000</b>	46,000	<b>55,000</b>	47,000	587.5%
Billing Information System	32,517	<b>32,400</b>	32,640	<b>34,000</b>	1,600	4.9%
Billing Processing	305,101	<b>405,500</b>	250,000	<b>150,000</b>	(255,500)	-63.0%
<b>Total Utility Billing</b>	337,930	445,900	328,640	<b>239,000</b>	(206,900)	-46.4%
<b>Labor</b>						
Finance Labor/Benefits	241,820	509,663	369,000	<b>530,160</b>	20,497	4.0%
<b>Total Labor</b>	241,820	509,663	369,000	<b>530,160</b>		

# WASTEWATER ACTIVITY ENTERPRISE FUND OVERVIEW

## Engineering (4.2% of Total Uses of Funds)

The Engineering Department serves the District by approving and overseeing the design, development and construction of all new District-owned infrastructure funded by new development and directly by the District. In addition, the Engineering Department collaborates with the Collections Department on overall approaches, budgeting and implementation of maintenance, repair and upgrade projects.

In 2024, several projects that have been in planning, permitting and design will move to construction. Also, Engineering gained traction on improving and streamlining processes, and managing projects:

- Reviewed petitions for inclusion and tap sale applications.
- Conducted assessments of lift stations for future project and CIP planning.
- Completed minor designs for lift station improvements and initiated some improvements.
- Provided guidance and held on-site meetings with contractors, developers and homeowners regarding details around implementation of construction projects, maintenance of infrastructure and potential for new connections to our system.
- Oversaw numerous developments from concept through construction and final completion.
- Managed the following projects:
  - New office building at the treatment plant
  - Highway improvement at the treatment plant
  - Coordination with City of Fort Collins Stanton Creek restoration
  - Construction of a new storage building
  - Assisted with Orbal improvement management
  - Manhole rehabilitation projects
  - Fossil Creek RCP assessment
  - Applewood neighborhood rehabilitation
  - Fossil Creek Meadows aerial crossing realignment
  - Clarendon Hills aerial crossing maintenance and upgrade
  - Railroad easement abandonment
  - Ptarmigan lift station improvements and force main upsize
  - Highland lift station improvements
  - New Boyd Lake Valley Oak lift station permitting and design to replace two old Boyd Lake lift stations

In 2025, the SFCSO Engineering Department intends to:

- Follow onto 2024 design and permitting efforts by initiating construction of the projects.
- Continue reviewing new and on-going development designs and tracking reimbursements and warranties while answering construction technical questions to provide the best new infrastructure for the District.
- Audit GIS data and increase accuracy through upgrade projects, and to identify and correct missing inclusions and easements.
- Audit tap accounts in relation to field data to identify and correct missing accounts.
- Manage CIP projects in design and construction.
- Complete a District-wide master plan and hydraulic model.

# WASTEWATER ACTIVITY ENTERPRISE FUND OVERVIEW

## Engineering (4.2% of Total Uses of Funds)

### 2025 Operating Budget Summary

#### General

In the General budget category, four types of sub-categories are planned for 2025. These are routine and on-going activities:

1. **Development Reviews:** the District has subcontracted development review since before separation from the Water District. If another engineer is hired, this effort may be moved in house and most of this budget category would not be utilized except in situations where the in-house engineer was overwhelmed by a spike in reviews.
2. **GIS Development:** our GIS continues to be improved as one of the most important tools of both the Engineering and Collections Departments. Subcontracting this work has been highly effective and responsive. Our subcontracted GIS specialist does not own our GIS database, and the GIS database is configured such that a future change in service providers would not be difficult. Routine GIS which will be on-going includes maintaining connections with our billing data, and inputting new development as-built drawings, inclusions and surveyed items. Non-routine GIS projects that will be completed in 2025 includes:
  - a. Development of the District dynamic master plan
  - b. In-GIS hydraulic model
  - c. Correlating recent survey data
  - d. Correlation with our Granite pipeline CCTV database
  - e. Easement, inclusion and customer audits

**Manhole Mapping/Surveying:** we have successfully utilized temporary staff to survey manhole rims across the District, which will be 70% complete by the end of 2024. This budget item allows completion of the surveying, then measuring invert depths at a fraction of the cost of subcontracting a surveyor. This budget item will be significantly less in subsequent years

3. **Small Engineering Activities:** this budget is for small activities that cannot be predicted.

#### Studies

Four categories of studies are planned for 2025:

1. **District Master Planning:** we will conduct dynamic master planning within GIS which will be tied to the use plans and zoning of Fort Collins, Loveland, Windsor, Wellington and Larimer County, updated annually. Those costs will be in-house and part of our GIS budget. Any additional needs for master planning would be covered under this budget category; it is possible that no other consulting may be necessary for this effort.
2. **Utility Plan:** as Wastewater Utility Master Plan (WUMP) is required by the North Front Range Water Quality Planning Association once every 10 years. The last WUMP was completed in 2011.



# WASTEWATER ACTIVITY ENTERPRISE FUND OVERVIEW

## Engineering (4.2% of Total Uses of Funds)

3. **Wet Well Corrosion Testing:** this study consists of steel shell thickness tests for the dry well floor of four of our lift stations since corrosion in the underlying wet well could pose a safety risk to operators entering the dry wells.
4. **CIP Level 5 (ROM) Cost Estimating:** a cost estimating firm will assist the engineering department in preparing Level 5 "Rough Order of Magnitude" (ROM) cost estimates for items in the 10-year Capital Improvement Plan (CIP), to improve the accuracy of the CIP and District's dependent cost model.

### Other

Other budgeted items include the following:

1. **Easements:** as our GIS system is used as an auditing tool, missing and misaligned easements are being identified. Correcting these issues is important though generally not urgent, so this work will be paced over several years unless an immediate need is identified. Easement costs include surveyed exhibits and potential financial consideration for easement acquisition when necessary.
2. **Easement Research:** easement research includes title searches and consulting for difficult-to-acquire easements.
3. **Training and Development:** this line item includes on-going personnel training and continuing education for professional license renewal.
4. **Title Searches:** other title searches are occasionally necessary, unrelated to easements.

**Collection System Access:** a small but sizable portion of the District wastewater collection system is in areas where easements may exist, but manholes cannot be accessed through the easement alignment, and other routes of access must be negotiated with property owners. In addition to easement costs, new access routes may require minor access improvements such as gates and driving paths. Like easements, access to all our manholes is important though generally not urgent, so this work will be paced over several years unless an immediate need is identified.

	2023	2024	2024	2025	Dollar	Percentage
Engineering Summary	Actual	Budget	Estimated Actual	Budget	Change From 2025 Budget	Change From 2025 Budget
General	86,473	216,150	144,577	<b>202,000</b>	(14,150)	-6.5%
Study	122,987	200,000	64,482	<b>228,000</b>	28,000	14.0%
Other	1,373	29,500	2,108	<b>94,500</b>	65,000	220.3%
	210,833	445,650	211,167	<b>524,500</b>	78,850	17.7%

# WASTEWATER ACTIVITY ENTERPRISE FUND OVERVIEW

## Engineering (4.2% of Total Uses of Funds)

	2023 Actual	2024 Budget	2024 Estimated Actual	2025 Budget	Dollar Change From 2024 Budget	Percentage Change From 2024 Budget
<b>General</b>						
Development Reviews	36,672	70,000	45,000	<b>50,000</b>	(20,000)	-28.6%
GIS/CAD Development	34,658	30,000	68,000	<b>90,000</b>	60,000	200.0%
Manhole/Mapping/-Surveying	6,952	110,000	20,000	<b>50,000</b>	(60,000)	-54.5%
Small Engineering Activities	2,708	5,000	11,577	<b>12,000</b>	7,000	140.0%
Administration		1,150			(1,150)	n/a
Construction Inspector	1,500					n/a
Projects	3,983					n/a
<b>Total General</b>	<b>86,473</b>	<b>216,150</b>	<b>144,577</b>	<b>202,000</b>	<b>(14,150)</b>	<b>-6.5%</b>
<b>Study</b>						
District Master Planning		50,000		<b>50,000</b>	-	-
Utility Plan		150,000		<b>150,000</b>	-	-
Wet Well Testing				<b>3,000</b>	3,000	n/a
CIP Level 5 (ROM) Cost Estimating				<b>25,000</b>	25,000	n/a
Wet Well Corrosion Rehab	2,627				-	n/a
Highland Meadows Access/Wall	14,462				-	n/a
Lift Stations Exhibits	3,984					n/a
Office Site/Space Feasibility	22,152		25,000		-	n/a
Highway Plant Entrance Improvements	18,459					n/a
Ptarmigan Sewer Shed	31,042		19,482		-	n/a
Ptarmigan Lift Station Abandonment	3,740				-	n/a
Ptarmigan Force Main & Evaluation	26,521		20,000		-	n/a
<b>Total Study</b>	<b>122,987</b>	<b>200,000</b>	<b>64,482</b>	<b>228,000</b>	<b>28,000</b>	<b>14.0%</b>
<b>Other</b>						
Easements		20,000	1,708	<b>20,000</b>	-	-
Easement Research		5,000		<b>30,000</b>	25,000	500%
Title Searches		1,500		<b>1,500</b>	-	-
Training & Development	989		400	<b>1,000</b>	1,000	n/a
Collection System Access				<b>40,000</b>	40,000	n/a
Inclusion Legal Notices	384	3,000		<b>2,000</b>	(1,000)	-33%
<b>Total Other</b>	<b>1,373</b>	<b>29,500</b>	<b>2,108</b>	<b>94,500</b>	<b>65,000</b>	<b>220%</b>
<b>Labor</b>						
Engineering Labor/Benefits	177,472	358,099	295,701	<b>585,267</b>	227,168	63.4%
<b>Total Labor</b>	<b>177,472</b>	<b>358,099</b>	<b>295,701</b>	<b>585,267</b>		
<b>Total Engineering</b>	<b>388,305</b>	<b>803,749</b>	<b>506,868</b>	<b>1,109,767</b>	<b>306,018</b>	<b>38.1%</b>

## CAPTAL PROJECTS AND ASSETS PURCHASES



## Capital Projects (68.3% of Total Uses of Funds)

A capital project is defined as the purchase, replacement, maintenance or repair of infrastructure and fixed assets. The 2025 capital projects and initiatives budget totals \$17,919,000. A listing of the capital projects and other studies is provided below.

### Conveyance Facilities

Manhole Rehabilitation	\$1,550,000
Pipe Rehabilitation - Fossil Creek Natural Area	\$1,500,000
Aerial Crossings - Fossil Creek Meadows Park	\$400,000
College/Triby Pipe Realignment/Rehab	\$250,000
Infiltration Rehabilitation	\$76,000
Aerial Crossings Rehabilitation	\$70,000
Access Improvement	\$50,000
Easements	\$25,000
<b>Total</b>	<b><u><u>\$3,921,000</u></u></b>

### Lift Stations

Ptarmigan Lift Station Forcemain Connection	\$5,800,000
Ptarmigan Lift Station Drainage	\$150,000
Ptarmigan Lift Station Duplicate Force Main	\$150,000
Ptarmigan Force Main Utility Locate Markers	\$120,000
Ptarmigan Lift Station Property Acquisition	\$100,000
Ptarmigan Lift Station Floodplain, CLOMR	\$50,000
Highland Lift Station Road Rebuild and Repair	\$500,000
Highland Lift Station Drainage	\$150,000
Highland Lift Station Isolation Valves	\$100,000
New Boyd Lake Valley Oak Lift Station	\$550,000
<b>Total</b>	<b><u><u>\$7,670,000</u></u></b>

## Capital Projects (68.3% of Total Uses of Funds)

### Treatment

Orbal Replacement	\$700,000
Blower 4 Step Feed	\$600,000
SCADA System Upgrade	\$150,000
ATAD Cooling	\$150,000
Motor Drives For RAS Pumps	\$50,000
Security Integration/Enhancements	\$40,000
Upgrade SLC PLCs at UV and Treatment Admin Buildings	\$25,000
Upgrade Backup NPW Pump Vault Controls	\$15,000
Clarifier Sidewalks	\$15,000
Soft Starters for Wash Presses	\$8,000
<b>Total</b>	<b>\$1,753,000</b>

### Supporting Facilities

New Administration Building	\$3,300,000
Highway Plant Entrance Improvements	\$1,200,000
Replace HVAC in Treatment Admin. Building	\$50,000
Electronic Access Expansion	\$20,000
Landscape	\$5,000
<b>Total</b>	<b>\$4,575,000</b>
<b>Total Capital Outlay For Projects</b>	<b>\$17,919,000</b>
<b>Total Capital Assets Purchases</b>	<b>\$477,000</b>
<b>Total Capital</b>	<b>\$18,396,000</b>

## Capital Projects (68.3% of Total Uses of Funds)

The following provides more description of the larger capital projects.

### Conveyance Facilities

**Aerial Crossings - Fossil Creek Meadows Park:** This project involves relocating a specific aerial crossing to eliminate the need for the crossing entirely. An alternate route has been identified, allowing the abandonment of the current line and crossing. A new line will be installed, improving system reliability while reducing long-term maintenance needs and environmental impact.

**Aerial Crossings Rehabilitation:** Several aerial crossings have been identified for rehabilitation due to lack of maintenance over the years. Inspections have revealed signs of wear on structural supports and infrastructure. This project will ensure these crossings are rehabilitated to meet current safety and operational standards.

**Pipe Rehabilitation - Fossil Creek Natural Area:** CCTV inspections conducted in 2024 identified specific sections of the 50-year-old concrete trunk line requiring immediate repair. This project will address these repairs, mitigating potential failures and ensuring the system operates effectively in this high-flow, challenging-to-access area

**College/Trilby Pipe Realignment/Rehab:** The City of Fort Collins and CDOT's intersection reconstruction project was not fully completed in 2024 due to delays. This project will continue in 2025, allowing the District to upgrade a manhole and two pipeline segments that will be less accessible after construction. This cooperative effort minimizes costs and maximizes long-term efficiency.

**Easements:** As we evaluate our current easements, we have identified several areas outside of rights-of-way that do not currently have easements and we are in the process of gaining easements. This budget item is for us to evaluate our remaining easements to see if any others are missing.

**Manhole Rehabilitation:** This ongoing project remains essential to mitigating system failure and extending the useful life of District assets. Approximately thirty (30) manholes downstream of the Crossroads Lift Station force main were identified for rehabilitation due to H2S corrosion. Delayed in 2024, this work will continue in 2025, leveraging operational improvements to reduce future corrosion risks.

**Infiltration Rehabilitation:** Building on the success of 2024, during which 14 manholes were repaired, this program will continue addressing the approximately 34 remaining manholes with infiltration issues. By repairing these, the District will reduce groundwater infiltration, protect sewer pipeline capacity, and maintain efficient wastewater treatment operations.

**Access Improvement:** This project focuses on enhancing access to conveyance facilities, including pipelines, manholes, and other critical infrastructure. Improvements may involve upgrading roads, clearing overgrown vegetation, installing access points, or addressing other barriers that hinder routine maintenance and emergency response. Ensuring safe and efficient access is vital for maintaining operational reliability and extending the life of District assets.

## Capital Projects (68.3% of Total Uses of Funds)

The following provides more description of the larger capital projects.

### Lift Stations

**Ptarmigan Lift Station Force Main Connection:** This project addresses the capacity restrictions caused by the current configuration of the Ptarmigan Lift Station force main. About half of the existing line is 10-inch diameter, while the other half is 16-inch diameter. By replacing the remaining 10-inch section with 16-inch, this project completes a plan initiated 19 years ago, improving lift station efficiency and reliability.

**Highland Lift Station Drainage:** Surface drainage issues were identified at the Highland Lift Station in 2024, prompting the need for a comprehensive evaluation of drainage impacts at three lift stations. This project will identify and address drainage deficiencies, ensuring proper water management and infrastructure protection. Other lift stations either do not require drainage upgrades or, like the Boyd lift stations, may be replaced soon.

**Ptarmigan Lift Station Drainage:** This project focuses on addressing surface drainage issues at the Ptarmigan Lift Station, which have not yet been resolved. Improvements will ensure proper runoff management and protect lift station operations during heavy rainfall or flooding events.

**Highland Lift Station Isolation Valves:** Highland does not have force main isolation valves or bypass standpipes. These will allow emergency bypass pumping in case of complete lift station failure.

**Highland Lift Station Road Rebuild and Repair:** The access road to the Highland Lift Station has deteriorated, impacting maintenance and operations. This project will rebuild and repair the road, ensuring safe and reliable access for operational crews and equipment

**Ptarmigan Force Main Utility Locate Markers:** This project will install utility locate markers along the Ptarmigan Lift Station force main to improve accuracy and safety during future excavations and maintenance activities. These markers will help minimize the risk of accidental damage to the pipeline

**New Boyd Lake Valley Oak Lift Station:** This project will construct a new lift station in the Boyd Lake/Valley Oak area to accommodate increasing wastewater flows and enhance service reliability. The new station will replace aging infrastructure and meet future capacity needs.

**Ptarmigan Lift Station Property Acquisition:** The District plans to acquire additional property near the Ptarmigan Lift Station to support planned upgrades and improvements. This acquisition will secure the necessary land for future expansion and ensure compliance with operational and regulatory requirements

**Ptarmigan Lift Station Duplicate Force Main:** This project will construct a duplicate force main at the Ptarmigan Lift Station to improve redundancy and reliability. By adding a second line, the District will reduce downtime risks during maintenance or emergency events and enhance overall system capacity

**Ptarmigan Lift Station Floodplain, CLOMR:** To comply with floodplain regulations, the District will obtain a Conditional Letter of Map Revision (CLOMR) for the Ptarmigan Lift Station. This ensures that planned upgrades and property modifications align with FEMA guidelines and mitigate flood risk

## Capital Projects (68.3% of Total Uses of Funds)

The following provides more description of the larger capital projects.

### Treatment

**Clarifier Sidewalks:** A daily task involves our operators visually inspecting the exhaust fans located at the Secondary Clarifiers. The fans are located on the outside walls of the clarifier's enclosure. To gain access to the fans the operator is required to traverse landscaping such as round rock and natural grasses, which can be challenging. This project would provide sidewalks and enlarged pads (for ladder placement when required).

**Orbal Rehabilitation:** This is a replace-in-kind project. Many of the mechanical and major electrical components of the Orbal have served their expected life (15+ years old) and need to be replaced. The modifications included in this project are fundamental in nature; replacing belt driven with direct driven, etc. This is an ongoing project with an anticipated completion of February 2025.

**Replace Motor Drives for RAS Pumps:** The current three motor drives are obsolete and end-of-life, at 15+ years old. Parts availability for these drives is by surplus brokers and refurbishment only.

**Retrofit Soft Starters for Wash Presses:** We have experienced recurring failures of the augers on these presses over the years. The root cause of the failures has been identified as partially an adjustment issue but more so amplified by the mechanical shock imposed by the across the line motor starters.

**Blower 4 Step Feed:** We are currently operating the Step-feed Aeration Basin using all three blowers, without any redundancy. This project would provide a fourth blower for redundancy in the event of extended maintenance needs or equipment failure.

**SCADA System Upgrade:** The Treatment Plant's current SCADA system platform is about nine years old (2016). With this being a Microsoft Windows platform, there are some technological concerns with the age of the operating system and software compatibility. The dedicated workstations were replaced in 2022. This project would replace the server and update all related software.

**Security Integration/Enhancements:** Our current security system at the Treatment Plant includes cameras and badged access to critical areas such as Electrical Rooms and other sensitive areas. Many of the process areas access are still controlled by keyed locks. This project will add badge-controlled access to more areas with the final intent of limiting keyed locks.

**ATAD Cooling:** This project was intended to provide additional cooling for the ATAD system. We are not comfortable that a second heat exchanger will provide the heat dissipation that we need and are looking into other options.

**Upgrade Backup NPW Pump Vault Controls:** The older Non-potable Water (NPW) Booster Pump Station has been used as a backup since 2014. Its controls are obsolete and incompatible with our current



## Capital Assets Purchases (1.8% of Total Uses of Funds)

A capital purchase is defined as a major purchase which has an estimated total expenditure of \$5,000 or more and has an expected life of at least one year. The capital asset budget for 2025 totals \$477,000. A summary is provided in the table below.

### Equipment

Flow Monitoring Equipment	\$40,000
Portable CCTV Unit	\$80,000
Steerable Pipe Ranger	\$25,000
Portable Gantry Hoist	\$10,000

### Fleet Vehicles and Equipment

Four Fleet Trucks For Collections	\$220,000
Portable Bypass Pump for Collections	\$70,000
Dump Trailer	\$15,000

### Flow Monitoring Equipment

This project involves the purchase and installation of permanent flow monitoring modules at strategic locations throughout the system. These devices will provide continuous, real-time monitoring of wastewater flows, enabling better system performance analysis, identification of inflow and infiltration, and enhanced operational decision-making. The modules will include remote monitoring capabilities for improved efficiency and data access.

### Portable CCTV Unit

The District faces challenges in inspecting sewer mains located in offsite areas due to limited accessibility. The portable CCTV unit addresses this by enabling inspections in areas that have historically been neglected. Mounted on a side-by-side vehicle, it allows staff to navigate trails and bridges, such as those in the City of Fort Collins, without requiring new easements or access plans. This unit will significantly expand the District's ability to maintain its infrastructure reliably.

### Steerable Pipe Ranger

The addition of a steerable pipe ranger for the CCTV truck will enhance the District's inspection capabilities and efficiency. This tool allows operators to steer the camera inside pipes improving efficiency and accuracy during inspections. Its design minimizes the risk of roll-overs within the pipe, reducing potential downtime and ensuring a more reliable assessment of pipeline conditions. Decreased risk of roll-overs also limits District liability, as sometimes a camera mount that rolls over in a sewer main cannot be retrieved without physically digging it up.

### Portable Gantry Hoist

A monthly maintenance task requires us to manually remove grit that has collected in the 24" wide p-trap located in the Headworks Channel Room. This grit is loaded into five gallon buckets and carried up a flight of stairs to dispose of in dumpsters. We typically haul a minimum of ten buckets, weighing about 40 pounds each. Chances of injury, due to this monthly task, are substantial. This project would involve the purchase of an electric hoist and portable aluminum gantry

## Capital Assets Purchases (1.8% of Total Uses of Funds)

(2,000 pound capacity) to retrieve two buckets at a time to the building level of the dumpsters. The equipment would also be used for lifting equipment from the CSSD basement when required.

### Fleet Trucks for Collections

The purchase of a three new F-250 trucks will replace existing collections trucks that have exceeded its 10-year, 100,000-mile replacement criteria. These vehicles, similar to the one purchased in December 2024, will support daily operations, including inspections, repairs, and emergency responses, ensuring the collections team has reliable and efficient transportation.

### Portable Bypass Pump for Collections

This portable bypass pump will enhance the District's ability to respond to emergency situations, such as pipeline failures or lift station malfunctions. It provides flexibility and reliability for maintaining uninterrupted service during planned or unplanned repairs.

### Dump Trailer

This acquisition will enable the District to efficiently haul materials such as rock, sand, and other necessary supplies. The trailer will support various operational needs, enhancing the District's ability to manage projects effectively and reducing reliance on external hauling services or rentals.

## Capital Assets Purchases – Outyears – 2026-2030

Fleet	Total Cost	2026	2027	2028	2029	2030
SUV - 2017 Ford Explorer - Replacement	\$55,000					
Pickup -2016 Ford F-250 - Replacement	\$55,000					
T.V. Van - 2015 Chevy Express - Replacement	\$150,000					
Pickup -2016 Ford 1/2T Pickup - Replacement	\$55,000					
Pickup -2019 Ford F-250 Pickup - Replacement	\$55,000					
<b>Total Fleet</b>	<b>\$370,000</b>	<b>\$110,000</b>		<b>\$150,000</b>	<b>\$55,000</b>	<b>\$55,000</b>