

Central Services
Joan Araujo, Director

Engineering Services
Christopher Cooper, Director

Transportation
David Fleisch, Director

Water & Sanitation
Joseph Pope, Director

Watershed Protection
Glenn Shephard, Director

Representing: Ventura County Waterworks District Nos. 1, 16, 17, 19, and 38
County Service Area Nos. 29, 30, and 34

May 14, 2020

**NOTICE OF A MEETING OF THE
VENTURA COUNTY WATERWORKS DISTRICT NO. 17
CITIZENS' ADVISORY COMMITTEE**

NOTICE IS HEREBY GIVEN that a meeting of the Ventura County Waterworks District No. 17 Citizens' Advisory Committee will be held **Tuesday, May 19, 2020 from 7 p.m. to adjournment** via Zoom. To electronically join the meeting please follow the provided steps – At the specific time (7:00 p.m.) dial the number (669) 900-6833, when prompted enter the meeting ID 470 052 7072. You can also join the meeting by visiting this link - **Join Zoom Meeting** <https://us02web.zoom.us/j/4700527072>

Advisory Committee Members: Please contact the District Office by telephone at (805-378-3005), or by email at wspc@ventura.org, no later than May 18, if you are unable to participate on the call.

Sincerely,



Joseph C. Pope, Director
Water and Sanitation Department

AGENDA OF THE MEETING

IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S EXECUTIVE STAY AT HOME ORDER AND THE COUNTY OF VENTURA HEALTH OFFICER DECLARED LOCAL HEALTH EMERGENCY AND BE WELL AT HOME ORDER RESULTING FROM THE NOVEL CORONA VIRUS, THE MOORPARK WATER AND SANITATION BUILDING IS CLOSED TO THE PUBLIC. TO FIND OUT HOW YOU MAY ELECTRONICALLY ATTEND THE CAC MEETING AND PROVIDE PUBLIC COMMENT PLEASE REFER TO "NOTICES" LOCATED ON PAGE 2 AND 3 OF THIS AGENDA.



1. CALL TO ORDER
2. APPROVAL OF THE MINUTES OF THE FEBRUARY 12, 2020 SPECIAL MEETING
3. PUBLIC COMMENTS

Members of the public may address the Citizens' Advisory Committee (CAC) on items of interest to the public that are within the subject matter jurisdiction of the Committee but do not appear on the agenda. With respect to agenda items, the public will be given an opportunity to address the Committee when the item is reached in the meeting.

4. DIRECTOR'S INFORMATIONAL ITEMS- Provides the opportunity for the Director to present items that are not within the subject matter of the District's Staff Report.
 - AMI Report
 - Calleguas Water Rate Presentation
 - Proposed Adoption of Invoice Cloud for Payment Processing
 - Department ISF Presentation
 - Waterworks District 17 ISF Presentation
5. COMMITTEE MEMBERS COMMENTS/FUTURE AGENDA ITEMS
6. ADJOURNMENT

****NOTICES:** The following information is provided to help you understand, follow, and participate in the Board meeting: Public Comments – Public comment is the opportunity for members of the public to participate in meetings by addressing the Citizens Advisory Committee in connection with one or more agenda or non-agenda items.

- **Observe the Citizens Advisory Committee meeting live at:**
<https://us02web.zoom.us/j/4700527072>
- **If you wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. on the day prior to the Committee meeting. Please submit your comment to WSPC@ventura.org. Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 3A).**



Your email will be read by the Water and Sanitation Director and placed into the record.

- **If you are watching the live stream of the Committee meeting and would like to make a general public comment for items not on the day's agenda or to comment on a specific agenda item as it is being heard, please submit your comment to WSPC@ventura.org. Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 3A). Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.**

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT CAYTLYN CAYLOR AT (805) 378-3005. REASONABLE ADVANCE NOTIFICATION OF THE NEED FOR ACCOMODATION PRIOR TO THE MEETING (48 HOURS ADVANCE NOTICE IS PREFERABLE) WILL ENABLE US TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.



**CITIZENS' ADVISORY COMMITTEE
VENTURA COUNTY WATERWORKS DISTRICT NO. 17
MINUTES OF THE FEBRUARY 12, 2020 SPECIAL MEETING**

COMMITTEE MEMBERS IN ATTENDANCE: Lisa Riccomini, Steven Price, Neil Sokoler, Greg McHugh, Ronald Marks

COMMITTEE MEMBERS ABSENT: None

COMMITTEE MEMBER VACANCY: None

STAFF: Joseph Pope, Director, Water and Sanitation Department

GUESTS: None

* * *

1. CALL TO ORDER - The meeting was called to order at 7:02 pm.
2. APPROVAL OF THE MINUTES OF THE JANUARY 28, 2020 SPECIAL MEETING
 - o Minutes approved as submitted by staff.

Vote: Yeas- 5, Nays- 0, Absence-0, Abstained- 0
3. PUBLIC COMMENTS
 - None
4. Action Item – Vote on Selection of Proposed 1.7mg Reservoir Site
 - *Staff Recommends Site 2
 - I. The Committee Members discuss which site is the best for water resiliency and best fit for community.
 - II. Mr. Pope proposes that they get a consultant to do grant application
 - III. Mr. Pope discusses that site 2 is best for water resiliency and most ideal to have a backup water source
 - IV. First step moving forward is real estate, then look over geotechnical analysis
5. Action Item – Vote on Whether or Not to Pursue Economic Development Agency Grant for Possible Funding Assistance for New 1.7mg Reservoir
 - I. Vote: Yeas-5, Nays-0
 - II. In addition, pursue a study for a 2nd water connection

Minutes of the Ventura County Waterworks District No. 17
Citizens' Advisory Committee Meeting
Ventura County Water and Sanitation Department
Minutes of the February 12, 2020 Special Meeting

- 6A. Action Item – Vote on Whether or Not to Appoint A Chair & Vice Chair
 - I. Vote: Yeas-4, Nays-1
 - II. The motion passed with majority vote

- 6B. Action Item – Nominate and Vote on Chair and Vice Chair
 - I. Mr. Steven Price for Chair
 - a. Vote: Yeas- 4, Nays-0
 - II. Mr. Greg McHugh for Vice Chair
 - a. Vote: Yeas- 4, Nays-0

- 7. Director's Items: Miscellaneous Fees
 - I. For individuals who may be out of compliance, the individuals in charge for their service request
 - II. Cover cost charges for the department
 - III. Motion to accept this staff recommendation

- 8. Committee Members' Comments / Future Agenda Items
 - I. None

- 9. ADJOURNMENT – Meeting adjourned at 7:57pm.

**Waterworks District 17
Special CAC Meeting
5/19/2020**

AMI Usage Report

58 Customers signed up for the AMI Customer Portal

Water Rates & Fees

Calleguas Municipal Water District
Purveyor Meeting

April 27, 2020

Discussion

- ◉ Water Rate Adjustments
 - Metropolitan Rates
 - CMWD Rates
- ◉ Adjustments to Other Fees & Charges
- ◉ Next Steps
 - Public Hearing July 15, 2020

Metropolitan Water Rates

◉ Adoption

- Adopted April 14, 2020
- Relook at 2021 Rates by the end of August

◉ 2021 Rate Adjustments

- Originally proposed 5%/5%
- Tier 1 rate Increases 2.4% to \$1,104 A.F.
- CRC Increasing by 8.3%
- RTS Increasing by 2.1%

Fixed Charges

● Capacity Charge (CC)

- Based on the highest weekly flow rate for a purveyor between May 1 and September 30.
- Purveyors with substantial production capacity from local supplies have the ability to take less water during that high demand period, which allows for wholesale water treatment, storage, delivery, and emergency supply infrastructure to be built at smaller capacities and saves money.

● Readiness to Serve Charge (RTS)

- Based on a calendar 10 year rolling average.
- Recovers the capital cost of the portion of system capacity that is on standby to provide emergency service and operational flexibility.

Water Rates

◉ 2021 Rate Adjustments

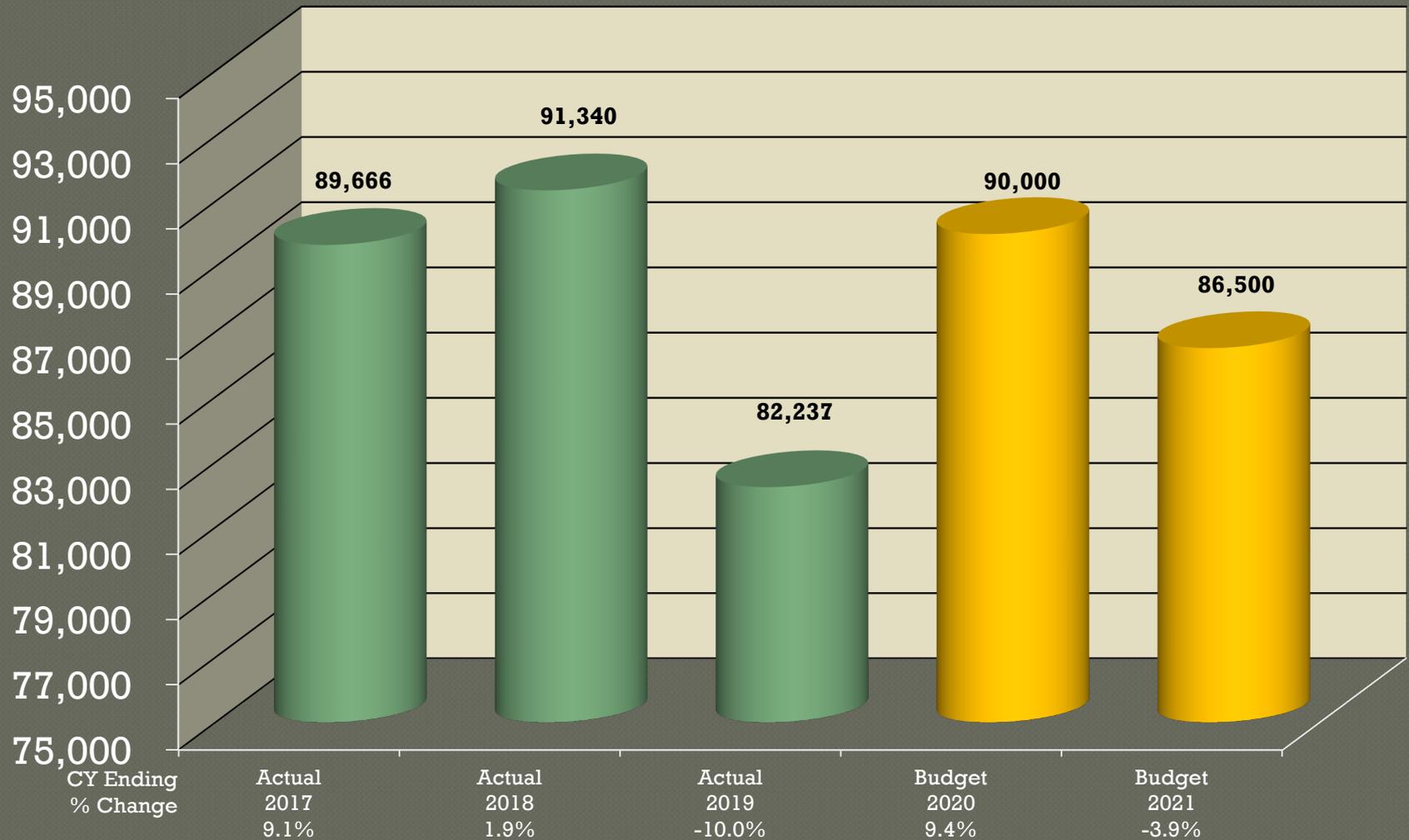
- Operating: 4.1% Increase (\$4 A.F.)
- Capital Construction: 2.2% Increase (\$7 A.F.)
- Overall Tier 1 Rate: 2.5%

◉ Water Sales

- Budget for 86,500 in FY 2020-21

Calleguas MWD

Actual & Projected Water Sales (A.F.)



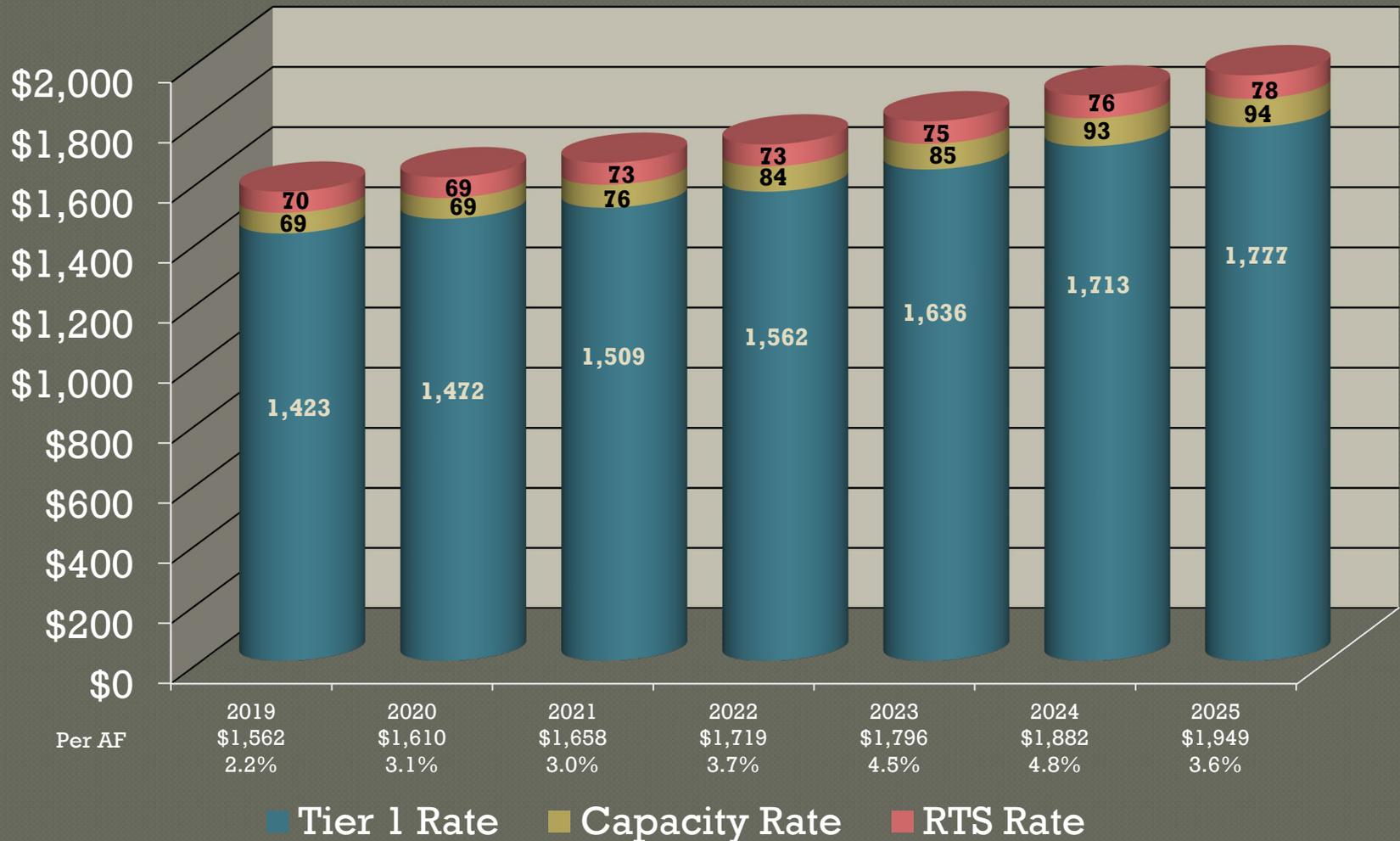
Water Rate Comparison

	Effective Jan 1, 2020	Proposed Jan 1, 2021	% Change
<u>MWD Combined Rates</u>			
MWD Tier 1 (\$/AF)	\$1,078	\$1,104	2.4%
MWD Tier 2 (\$/AF)	\$1,165	\$1,146	(1.6)%
<u>CMWD Rates</u>			
O&M Surcharge (\$/AF)	\$82	\$86	
Capital Constr. Surcharge (\$/AF)	\$312	\$319	
Total Calleguas	\$394	\$405	2.5%
<u>Combined Rates</u>			
Tier 1 Rate (\$/AF)	\$1,472	\$1,509	2.5%
Tier 2 Rate (\$/AF)	\$1,559	\$1,551	(0.5)%

Capacity Charge Comparison

	Effective Jan 1, 2020	Estimated Jan 1, 2021	% Change
<u>Capacity Charge</u>			
MWD Pass Thru Capacity Charge Amt	\$1,641,200	\$1,995,550	
CMWD Capacity Charge Amount	\$4,604,316	\$4,604,316	
Total Capacity Charge Amount:	\$6,245,516	\$6,599,886	
<u>Capacity Charge</u>			
MWD per cfs	\$9,421	\$11,739	
CMWD per cfs	\$26,431	\$27,084	
Total Capacity Charge Rate:	\$35,852	\$38,823	8.3%
cfs for Capacity Charge	174.2	170.0	
Readiness to Serve			
	\$6,168,000	\$6,295,560	2.1%

Potential All in Rate by Component



Water Rate Comparison

	Effective Jan 1, 2020	Proposed Jan 1, 2021	% Change
MWD Tier 1 Rate (\$/AF)	\$1,078	\$1,104	
MWD Capacity Charge (\$/AF)	\$18	\$23	
MWD RTS (\$/AF)	\$69	\$73	
Total MWD Combined Rate	\$1,165	\$1,200	
CMWD Rate (\$/AF)	\$394	\$405	
CMWD Capacity Charge (\$/AF)	\$51	\$53	
Total CMWD Combined Rate	\$445	\$458	
Total Combined Rate	\$1,610	\$1,658	3.0%
A.F. of Sales for CC & RTS Rate	90,000	86,500	

Other Rates & Charges

	Effective Jan 1, 2020	Proposed Jan 1,2021	Change
<u>SMP Rates</u>			
Brine (Inside District - \$/AF)	\$608.20	\$623.40	2.5%
Non-Brine (Inside District - \$/AF)	\$48.70	\$48.70	2.5%
Brine (Outside District - \$/AF)	\$912.30	\$935.10	2.5%
Non-Brine (Outside District - \$/AF)	\$73.05	\$74.85	2.5%
Wheeling Rate	\$24.04	\$26.38	9.7%
Annexation Fees (per Acre)	\$3,266	\$3,433	5.1%

Discussion

- Public Hearing July 15, 2020
- Questions/Comments/Concerns?



Ventura County Waterworks District No. 1, 16, 17, 19 & 38

Proposed Adoption of Invoice Cloud for Payment Processing and Payment Website

Presentation to Citizen Advisory Committee Members
Joe Pope
Director, Water and Sanitation Department
County of Ventura Public Works Agency

May 1, 2020

► Why the Change?

Invoice Cloud	Current Payment Processors
<p>Compatibility</p> <ul style="list-style-type: none"> • 2 preferred vendors • improved functionality • Better support from the utility provider, CIS Infinity 	<ul style="list-style-type: none"> • 3 payment processing vendor for the website • JetPay, the current vendor is not a CIS Infinity preferred vendor
<p>Compliance to Visa Convenience Rule</p>	<ul style="list-style-type: none"> • Web payments must have a flat fixed fee regardless of the payment amount
<p>Communication</p>	<ul style="list-style-type: none"> • Increase paperless billing enrollment • Reduce inbound calls
<p>Customer Adoption to Self-Service – Goal to Increase online payments 15%</p>	<ul style="list-style-type: none"> • 16% of our payment are online • More payment options

▶ Security and Information Technology

	Invoice Cloud	Jetpay
Security	PCI Level 1 Compliant Additional compliance with NACHA, PII, DEM, etc.	PCI Level 1 Compliant Data encryption
Website Updates	Real-time update rollouts; fast implementation	Updates must be tested by staff; updates often take a long time to implement
Marketing Support	Free Go-Live and continued marketing support to ensure customer adoption	None

► Convenience Fees

ONLINE & PHONE PAYMENT FEE SCHEDULE	FEE POSTED 10/6/2017	DESCRIPTION OF FEE	FEE POSTED 7/1/2020
Credit Card Convenience Fee (Online or Phone)	2.15% of total or minimum of \$1.00	Customer pays fee to cover costs set by payment processor for credit card or debt card transaction. *Limit 500.00 per transaction.	\$3.50
Electronic Check Fee	\$0.50	Fee charged by payment processor to pay with an electronic check. *Fee for first 6 months, then change to \$0.75	\$0.50
Credit Card Charge-Backs Fee	\$20.00	Fee charged by payment processor to cover costs of cancelling a payment.	\$15.00
Electronic Check Return Fee	\$25.00	Fee charged by payment processor for NSF check returns.	\$10.00
Credits	\$1.75	Fee charged by payment processor to cover costs of cancelling a payment.	\$0.00
Non-NSF Check Returns Fee	\$1.75	Fee charged by payment processor for NSF check returns.	\$0.00



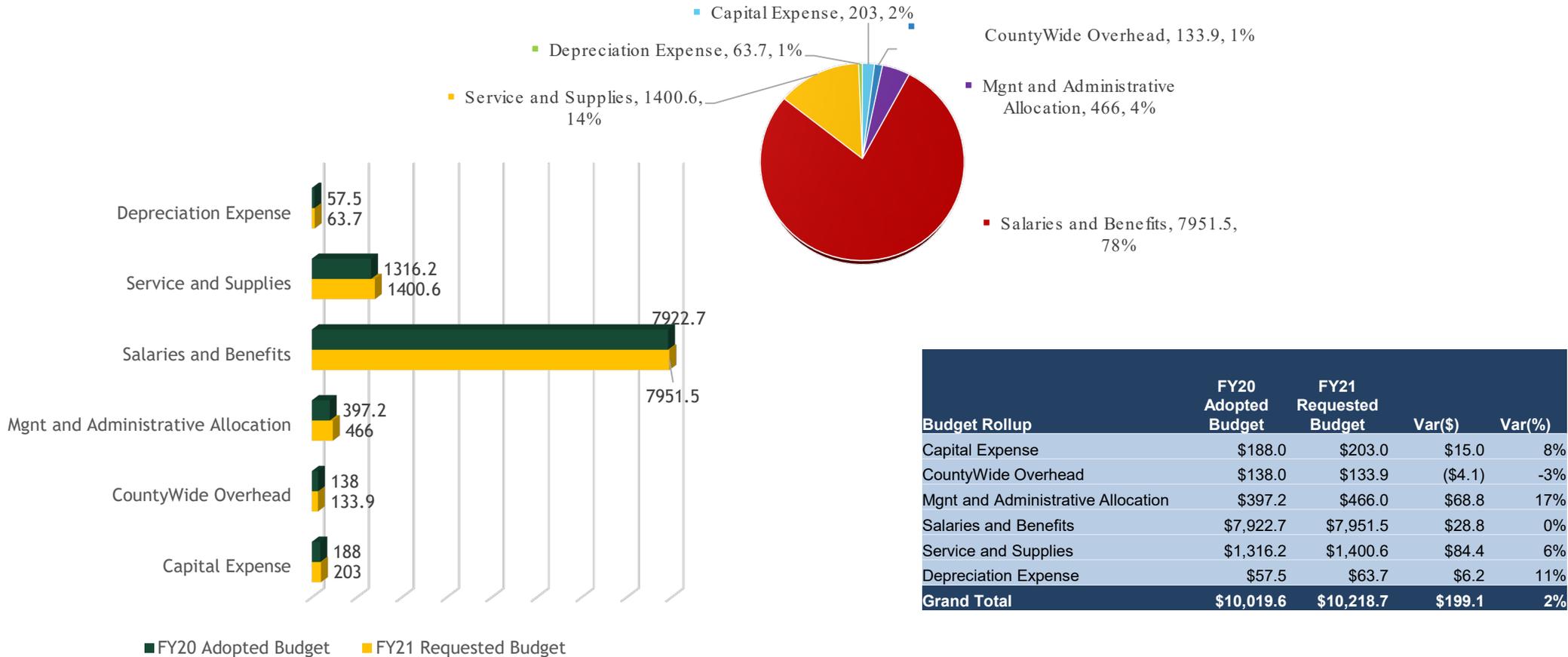
Water and Sanitation Internal Service Fund Fiscal Year 2020-2021 Budget Analysis

May 19, 2020

Water and Sanitation Internal Service Fund

Fiscal Year 2020-2021 Budget Analysis by Category

FY21 Requested Budget



The \$10.2M Budget is a \$199.1K (2%) increase from FY2020 Adopted budget

Water and Sanitation Internal Service Fund Fund Balance Analysis

		Fiscal Year 2019-20									
1	O&M/ Rate Stab Fund	FY16	ACTUAL	FY17	ACTUAL	FY18	FY19	FY20 ADPT	FY20	FY20 YR-END	FY21 REQ.
						ACTUAL	ACTUAL	BUDGET	ACTUAL	PRJ	BUDGET
2	Beginning Balances	\$805,900		\$1,283,100		\$1,477,144	\$1,294,724	\$1,139,486	\$1,139,486	\$1,139,486	\$1,126,086
3	ISF Revenue										
4	Interest Earnings	\$7,600		\$14,431		\$25,440	\$40,749	\$43,700	\$18,600	\$40,400	\$27,000
5	Planning And Engineering Services External	\$35,900		\$43,629		\$43,414	\$47,769	\$51,500	\$12,700	48,500.00	120,500.00
6	Public Works Services	\$7,396,500		\$7,691,823		\$7,275,708	\$7,439,109	\$9,669,200	\$6,699,500	\$8,557,700	\$9,983,100
7	Other Revenues	\$10,100		\$8,437		\$13,017	\$5,640	\$10,000	\$26,900	\$27,900	\$10,000
8	Contribution from Other Funds	\$0		\$21,500		\$160,150	\$85,482	\$188,000	\$0	\$188,000	\$203,000
9	Total - ISF Revenue	\$7,450,100		\$7,779,820		\$7,517,729	\$7,618,749	\$9,962,400	\$6,757,700	\$8,862,500	\$10,343,600
10	ISF Expenditure										
11	Salaries and Benefits	\$5,615,700		\$5,947,695		\$5,871,204	\$6,234,993	\$7,922,700	\$5,470,800	\$7,026,400	\$7,951,500
12	Service and Supplies	\$874,800		\$936,857		\$1,100,764	\$1,112,592	\$1,316,200	\$942,300	\$1,305,900	\$1,400,600
13	CountyWide Overhead	\$115,100		\$227,112		\$118,579	\$85,295	\$138,000	\$138,000	\$138,000	\$133,900
14	Mgmt and Administrative Allocation	\$367,400		\$449,600		\$438,900	\$377,500	\$397,200	\$297,900	\$397,200	\$466,000
15	Capital Expense	\$0		\$21,500		\$168,290	\$85,483	\$188,000	\$18,800	\$206,800	\$203,000
16	Total - ISF Expenditure	\$6,973,000		\$7,582,764		\$7,697,737	\$7,895,863	\$9,962,100	\$6,867,800	\$9,074,300	\$10,155,000
17											
18	Net Result of Operation	\$477,100		\$197,056		(\$180,008)	(\$277,114)	\$300	(\$110,100)	(\$211,800)	\$188,600
19											
20	CAFR Adjustment	\$100		(\$3,012)		(\$2,412)	\$121,876	(\$13,700)	(\$700)	(\$93,200)	(\$63,700)
21	Ending Fund Balances	\$1,283,100		\$1,477,144		\$1,294,724	\$1,139,486	\$1,126,086	\$1,028,686	\$834,486	\$1,250,986
22											
23	Minimum Balance										
24	25% of Salaries and Benefits	\$1,403,925		\$1,486,924		\$1,467,801	\$1,558,748	\$1,980,675	\$1,367,700	\$1,756,600	\$2,538,750

Major Components Considered in Service Rate Calculation

- Direct Labor Cost – Base Rate
- Fringe Benefits Rate
- Department Overhead Rate
- PWA Central Service ISF Charges – Agency Overhead Rate
- Indirect Cost Plan Charges – County Overhead Rate

Other Components that Affect Service Rate

- Prior Year Retained Earning
- Minimum Cash Flow Requirement

Salaries and Benefits

		FY20 Adopted Budget	FY21 Requested Budget	Var(\$)	Var(%)
Salaries and Benefits	Code				
401K Plan	1171	63.7	68.3	4.6	7.2%
Call Back ST	1108	38	38	0	0.0%
Extra Help	1102	386.3	209.2	-177.1	-45.8%
Fica Medicare	1123	76.1	73.8	-2.3	-3.0%
Group Insurance	1141	686.3	746.2	59.9	8.7%
Life Insurance For Department Heads And Management	1142	0.8	0.3	-0.5	-62.5%
Management Disability Insurance	1144	11.3	9.3	-2	-17.7%
Oasdi Contribution	1122	299.4	302.7	3.3	1.1%
Overtime	1105	160.4	160.9	0.5	0.3%
Regular Salaries	1101	4487.2	4488.9	1.7	0.0%
Retiree Health Payment 1099	1128	13.6	0	-13.6	-100.0%
Retirement Contribution	1121	1067.9	1221.2	153.3	14.4%
Safe Harbor	1124	46.2	30.4	-15.8	-34.2%
State Unemployment Insurance	1143	2.6	2.5	-0.1	-3.8%
Supplemental Payments	1106	129.6	124.2	-5.4	-4.2%
Terminations	1107	82.1	107.6	25.5	31.1%
Workers' Compensation Insurance	1165	371.2	368	-3.2	-0.9%
Grand Total		7922.7	7951.5	28.8	0.4%

FY21 Budget for Salaries and Benefits is .4% (\$28.8K) higher than FY20.

Increase mainly due to Cost of Living Increase

Service and Supplies

Service and Supplies		FY20	FY21	Var(\$)	Var(%)
		Adopted Budget	Requested Budget		
**	Bldg Improv and Maintenance	\$144.6	\$155.0	\$10.4	7%
	Clothing Supplies & Allow ance	\$27.0	\$25.0	(\$2.0)	-7%
**	Data & Communication ISF	\$219.6	\$235.7	\$16.1	7%
	Education	\$12.5	\$15.5	\$3.0	24%
	Equipment	\$39.5	\$35.5	(\$4.0)	-10%
	Equipment Maintenance Contract an	\$12.5	\$16.8	\$4.3	34%
	Furniture & Fixtures	\$41.0	\$32.0	(\$9.0)	-22%
**	Office Expense	\$35.6	\$36.9	\$1.3	4%
**	Other Office Expense	\$110.7	\$105.4	(\$5.3)	-5%
**	Printing/Mail/Purchasing/Misc ISF	\$29.6	\$32.7	\$3.1	10%
**	Specialized Outside Services	\$67.0	\$66.5	(\$0.5)	-1%
**	Transportation Expense	\$576.6	\$643.6	\$67.0	12%
Grand Total		\$1,316.2	\$1,400.6	\$84.4	6%

FY21 Budget for Service and Supplies is higher by \$84.4K (6%) increase from FY20.

** Rates provided in full or partially by others - not set by WSD

PWA Central Service ISF Charges

	FY20 Adopted	FY21 Requested	Var(\$)	Var(%)
Mgmt and Administrative Allocation	\$397.2	\$466.0	\$68.8	17%
Grand Total	\$397.2	\$466.0	\$68.8	17%

- CSD budgeted charges to W&S ISF is \$69K or 17% higher than prior year.
- Increases to due to lower fund balance to apply to allocation and moving towards the 60 day reserve fund balance requirement for 4411 ISF.
- Planned hiring of strategic consultant to overview PWA processes, and increase in salaries and benefits due to COLA, MBA, flex benefit three tiers increase instead of one-tier increase as in FY20, and new hires hired at step higher than budgeted in FY20.

Indirect Cost Allocation Plan Charges

	Adopted Budget	Requested Budget	Var(\$)	Var(%)
CountyWide Overhead	\$138.0	\$133.9	(\$4.1)	-3%
Grand Total	\$138.0	\$133.9	(\$4.1)	-3%

- Indirect Cost Allocation Charges are Ventura County Administrative Service Charges. These administrative services are provided by County Counsel, Auditor Controller, County Human Resources and CEO.
- Indirect Cost is spread agency-wide to all departments receiving such services.
- For Fiscal Year 20-21 Water and Sanitation Indirect Recovery Cost allocation amounted to \$134K - 4.1k less than prior year.

Other Components that Affect Service Rates :

Prior Year Retained Earning

- Projected Ending Fund Balance is \$124K.
- Projected Net Adjusted Retained Earning ending FY19-20 is factored in Department Overhead Rate

Minimum Rate Stabilization Reserve

- The minimum that's set aside as reserved is 1 month of total budgeted service and supplies expenditures- \$834.6K.
- Calculated net reserve reduces the Net Adjusted Retained Earning that impacts Department Overhead Rate.

Water and Sanitation Internal Service Fund

Allocation Summary FY1-20 & FY20-21 Comparison

	Public Works Charges				Billing System Allocation			
	FY20	FY21	Variances (\$)	Variances (%)	FY20	FY202	Variances (\$)	Variances (%)
WW 1 - 4300 Water	\$2,303	\$2,574	\$271	11.7%	\$578	\$631	\$54	9.3%
WW 1 - 4300 Water (Cap)	\$751	\$337	(\$414)	-55.1%	\$0	\$0	\$0	0.0%
WW 1 - 4305 Sewer	\$1,687	\$1,874	\$187	11.1%	\$258	\$286	\$28	11.0%
WW 1 - 4305 Sewer (Cap)	\$123	\$125	\$2	1.9%	\$0	\$0	\$0	0.0%
WW 16 - 4320 Sewer	\$310	\$274	(\$36)	-11.7%	\$0	\$1	\$0	74.7%
WW 16 - 4320 Sewer (CAP)	\$139	\$263	\$125	90.1%	\$0	\$0	\$0	0.0%
WW 17 - 4330	\$484	\$512	\$28	5.8%	\$39	\$41	\$3	7.1%
WW 17 - 4330 (Cap)	\$36	\$90	\$54	151.2%	\$0	\$0	\$0	0.0%
WW 19 - 4340	\$976	\$1,027	\$52	5.3%	\$56	\$61	\$6	10.1%
WW 19 - 4340 (Cap)	\$222	\$224	\$2	0.9%	\$0	\$0	\$0	0.0%
WW 38 - 4360	\$448	\$472	\$25	5.6%	\$41	\$45	\$4	9.7%
CUE - 4370 Sewer	\$83	\$97	\$14	17.2%	\$3	\$4	\$0	11.2%
CUE - 4370 Sewer (Cap)	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%
CSA29 - 4130	\$126	\$132	\$6	4.9%	\$0	\$0	\$0	0.0%
CSA30 - 4140	\$126	\$144	\$18	14.2%	\$0	\$0	\$0	0.0%
CSA34 - 4150	\$107	\$122	\$15	13.9%	\$0	\$0	\$0	0.0%
CSA34 - 4150 (Cap)	\$7	\$6	(\$1)	-11.1%	\$0	\$0	\$0	0.0%
Todd Rd (Direct)	\$210	\$238	\$28	13.5%	\$0	\$0	\$0	0.0%
	\$8,137	\$8,513	\$377		\$975	\$1,070	\$95	

Cost Not Included in Service Rate Calculation

- ▶ Water & Sanitation Department Cost Directly Allocated to Water and Sanitation Service Units:
 - a. Collection and Billing Services (#2191) - \$30.3K
 - b. Utility Billing System Maintenance (#2102) - \$220.2K
 - c. Computer Software (#4701) - \$82.9K
 - d. Building Improvements (#4111) - \$120K
 - e. Liability and General Insurance - \$32.8K



Discussion

			Values			
			FY20	FY21		
			Adopted	Requeste	Var(\$)	Var(%)
Department Overhead Cost	Code	Acct Nm	Budget	d Budget		
Bldg Improv and Maintenance		2057 Hazardous Material Disposal Isf	\$5.2	\$5.4	\$0.2	4%
		2058 Hazardous Material Disposal Isf	\$0.0	\$0.4	\$0.4	#DIV/0!
		2112 Buildings And Improvements Maintenance	\$31.0	\$28.0	(\$3.0)	-10%
		2114 Facilities And Materials Sq Ft Allocation Isf	\$75.4	\$81.2	\$5.8	8%
		2115 Facilities Projects Isf	\$15.0	\$20.0	\$5.0	33%
		2116 Other Maintenance Isf	\$12.0	\$15.0	\$3.0	25%
		2184 Refuse Disposal	\$6.0	\$5.0	(\$1.0)	-17%
Bldg Improv and Maintenance Total			\$144.6	\$155.0	\$10.4	7%
Clothing Supplies & Allowance		2021 Clothing And Personal Supplies	\$13.0	\$13.0	\$0.0	0%
		2022 Uniform Allowance	\$14.0	\$12.0	(\$2.0)	-14%
Clothing Supplies & Allowance Total			\$27.0	\$25.0	(\$2.0)	-7%
Data & Communication ISF		2031 Communications	\$32.8	\$38.9	\$6.1	19%
		2032 Voice Data Isf	\$75.8	\$77.6	\$1.8	2%
		2033 Radio Communications Isf	\$20.4	\$21.8	\$1.4	7%
		2202 Information Technology Isf	\$90.6	\$97.4	\$6.8	8%
Data & Communication ISF Total			\$219.6	\$235.7	\$16.1	7%
Education		2272 Training ISF	\$0.5	\$0.5	\$0.0	0%
		2273 Education Training Conference And Seminars	\$12.0	\$15.0	\$3.0	25%
Education Total			\$12.5	\$15.5	\$3.0	24%
Equipment		2231 Rent And Leases Equipment Noncounty Owned	\$2.0	\$1.0	(\$1.0)	-50%
		2261 Computer Equipment <5000	\$34.0	\$31.0	(\$3.0)	-9%
		2263 Installations Electrical Equipment Isf	\$3.0	\$3.0	\$0.0	0%
		2264 Small Tools And Instruments	\$0.5	\$0.5	\$0.0	0%
Equipment Total			\$39.5	\$35.5	(\$4.0)	-10%
Equipment Maintenance Contract		2101 Equipment Maintenance	\$4.0	\$3.5	(\$0.5)	-13%
		2102 Equipment Maintenance Contracts	\$3.0	\$9.0	\$6.0	200%
		2104 Maintenance Supplies	\$5.5	\$4.3	(\$1.2)	-22%
Equipment Maintenance Contract and Supplies Total			\$12.5	\$16.8	\$4.3	34%
Furniture & Fixtures		2262 Furniture And Fixtures <5000	\$41.0	\$32.0	(\$9.0)	-22%
Furniture & Fixtures Total			\$41.0	\$32.0	(\$9.0)	-22%
Office Expense		2203 County Geographical Information Systems Expense Isf	\$2.4	\$2.4	\$0.0	0%
		2206 Special Services Isf	\$0.5	\$0.5	\$0.0	0%
		2221 Publications And Legal Notices	\$1.0	\$1.0	\$0.0	0%
		2291 Private Vehicle Mileage	\$0.0	\$0.0	\$0.0	#DIV/0!
		2311 Utilities	\$31.7	\$33.0	\$1.3	4%
Office Expense Total			\$35.6	\$36.9	\$1.3	4%
Other Office Expense		2041 Food	\$0.5	\$0.5	\$0.0	0%
		2071 General Insurance Allocation Isf	\$0.0	\$0.0	\$0.0	#DIV/0!
		2105 Road Supplies	\$0.5	\$0.5	\$0.0	0%
		2121 Medical And Laboratory Supplies	\$0.5	\$0.5	\$0.0	0%
		2122 Medical Claims Isf	\$0.5	\$1.2	\$0.7	140%
		2131 Memberships And Dues	\$40.0	\$40.0	\$0.0	0%
		2159 Miscellaneous Expense	\$14.0	\$13.4	(\$0.6)	-4%
		2161 Office Supplies	\$23.7	\$23.7	\$0.0	0%
		2163 Books And Publications	\$1.0	\$2.0	\$1.0	100%
		2179 Miscellaneous Office Expense	\$1.0	\$1.0	\$0.0	0%
		2183 Engineering /Tech Surveys	\$4.0	\$4.0	\$0.0	0%
	2194 Software Maintenance Agreements	\$25.0	\$18.6	(\$6.4)	-26%	
Other Office Expense Total			\$110.7	\$105.4	(\$5.3)	-5%
Printing/Mail/Purchasing/Misc ISF		2162 Printing And Binding Non Isf	\$5.0	\$5.0	\$0.0	0%
		2164 Mail Center Isf	\$8.2	\$8.6	\$0.4	5%
		2165 Purchasing Charges Isf	\$3.9	\$3.8	(\$0.1)	-3%
		2166 Graphics Charges Isf	\$2.0	\$2.0	\$0.0	0%
		2167 Copy Machine Chgs Isf	\$9.5	\$12.3	\$2.8	29%
		2168 Stores Isf	\$1.0	\$1.0	\$0.0	0%
Printing/Mail/Purchasing/Misc ISF Total			\$29.6	\$32.7	\$3.1	10%
Specialized Outside Services		2185 Attorney Services	\$1.0	\$1.0	\$0.0	0%
		2188 Lab Services	\$1.0	\$1.0	\$0.0	0%
		2192 Temporary Help	\$11.0	\$35.0	\$24.0	218%
		2199 Other Professional And Specialized Non Isf	\$34.0	\$9.5	(\$24.5)	-72%
		2201 Employee Health Services HCA	\$20.0	\$20.0	\$0.0	0%
Specialized Outside Services Total			\$67.0	\$66.5	(\$0.5)	-1%
Transportation Expense		2291 Private Vehicle Mileage	\$1.0	\$1.0	\$0.0	0%
		2292 Travel Expense	\$12.0	\$14.0	\$2.0	17%
		2299 Transportation Expense	\$0.5	\$0.5	\$0.0	0%
		2301 Gas And Diesel Fuel Isf	\$102.8	\$103.6	\$0.8	1%
		2302 Transportation Charges Isf	\$412.0	\$455.2	\$43.2	10%
		2303 Motorpool ISF	\$0.3	\$0.5	\$0.2	67%
		2304 Transportation Work Order	\$48.0	\$68.8	\$20.8	43%
Transportation Expense Total			\$576.6	\$643.6	\$67.0	12%
Grand Total			\$1,316.2	\$1,400.6	\$84.4	6%



Waterworks Districts

Fiscal Year 2020-2021 Budget Analysis

May 19, 2020



Waterworks Districts

Ventura County Waterworks District No. 17

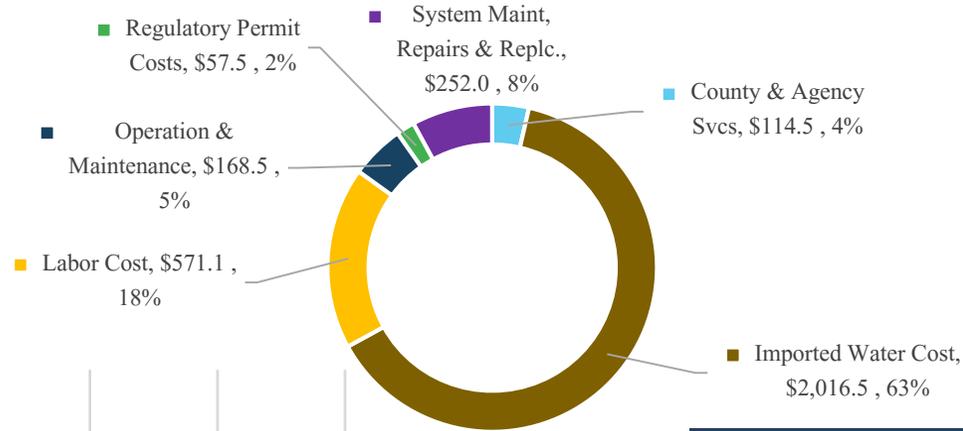
Bell Canyon Water Services

Fiscal Year 2020-2021 Budget Analysis

May 19, 2020

Ventura County Waterworks District No. 17 Bell Canyon Water Services Fiscal Year 2020-2021 Budget Analysis by Category

FY20-21 Requested Budget



■ FY19-20 Adopted Budget ■ FY20-21 Requested Budget

Budget Rollup	FY19-20	FY20-21	Var(\$)	Var(%)
	Adopted Budget	Requested Budget		
County & Agency Svcs	\$110.7	\$114.5	\$3.8	3%
Imported Water Cost	\$2,344.5	\$2,016.5	(\$328.0)	-14%
Labor Cost	\$544.4	\$571.1	\$26.7	5%
Operation & Maintenance	\$206.9	\$168.5	(\$38.4)	-19%
Regulatory Permit Costs	\$4.0	\$57.5	\$53.5	1338%
System Maint, Repairs & Replc.	\$270.1	\$252.0	(\$18.1)	-7%
Grand Total	\$3,480.7	\$3,180.1	(\$300.6)	-9%

The \$3.1M Budget is a \$300.6K (9%) decrease from FY2020 Adopted budget

Bell Canyon Water Services

FY20 Budget Compared to Current Year Projection and Prior Years - Operations and Maintenance

							Fiscal Year 2019-2020		
OPERATION FUND	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 ADJ BUDGET	FY20 YR-END PRJ	FY21 REQ BUD	
Sources of Funds									
Water Sales	\$2,183,100	\$1,936,300	\$2,198,425	\$2,532,939	\$2,342,071	\$3,115,200	\$2,808,300	\$2,859,835	
Other O&M Revenues	\$36,900	\$35,600	\$39,409	\$50,664	\$40,450	\$35,905	\$50,405	\$38,282	
Total - Sources of Funds	\$2,220,000	\$1,971,900	\$2,237,834	\$2,583,603	\$2,382,520	\$3,151,105	\$2,858,705	\$2,898,117	
Uses of Funds									
Water Supply Cost	\$1,816,000	\$1,554,300	\$1,713,590	\$2,134,260	\$1,858,489	\$2,341,213	\$1,962,000	\$2,015,500	
System Maint. Repairs & Replac.	\$49,700	\$55,800	\$78,495	\$71,044	\$227,142	\$211,100	\$198,376	\$196,000	
O&M Labor	\$160,100	\$209,700	\$291,960	\$333,910	\$406,019	\$544,400	\$474,393	\$571,100	
Meter Replacement & Change Outs	\$110,600	\$7,480	\$56,700	\$1,500	\$20,900	\$30,000	\$30,000	\$30,000	
Misc O&M Cost	\$29,700	\$90,220	\$75,527	\$89,541	\$132,705	\$121,600	\$110,149	\$103,800	
County and Agency Services	\$75,000	\$75,000	\$134,678	\$118,200	\$132,486	\$138,700	\$110,700	\$159,481	
Funded Depreciation	\$69,200	\$69,100	\$104,074	\$104,217	\$104,217	\$104,145	\$104,100	\$104,209	
Total - Uses of Funds	\$2,310,300	\$2,061,600	\$2,455,024	\$2,852,672	\$2,881,960	\$3,491,159	\$2,989,717	\$3,180,090	
Net Result of Operation	(\$90,300)	(\$89,700)	(\$217,191)	(\$269,069)	(\$499,440)	(\$340,054)	(\$131,013)	(\$281,973)	
Actual/Estimated Water Produced vs Usage									
Produced Imported Water (AF)	1,071	1,268	1,325	1,325	1,325	1,300	1,095	1,230	
Total Usage /AF	1,038	1,198	1,250	1,250	1,250	1,222	1,060	1,174	
% Water Loss	3%	6%	6%	6%	6%	6%	3%	5%	
Average Calleguas Tier 1 Rate	\$1,192	\$1,234	\$1,279	\$1,338	\$1,399	\$1,448	\$1,448	\$1,472	
Callueguas Rate Increase	4%	4%	4%	5%	5%	4%	4%	2%	
WW#17 Approved Water Rate Increase				Rate Restructured					
Commodity Rate Increase	0%	5%	0%		8%	0%	7%	0%	
Fixed Rate Increase	0%	5%	0%		10%	0%	16%	0%	

FY20 Budgeted O&M Expenditures vs. Revenue Analysis

SUMMARY:

Total Budgeted O&M Expenditures

\$3,180,090

Total Estimated O&M Revenue

\$2,898,117

% of O&M Expenditures Financed by Water Sales

91%

% of O&M Expenditures Funded by Cash Reserves

9%

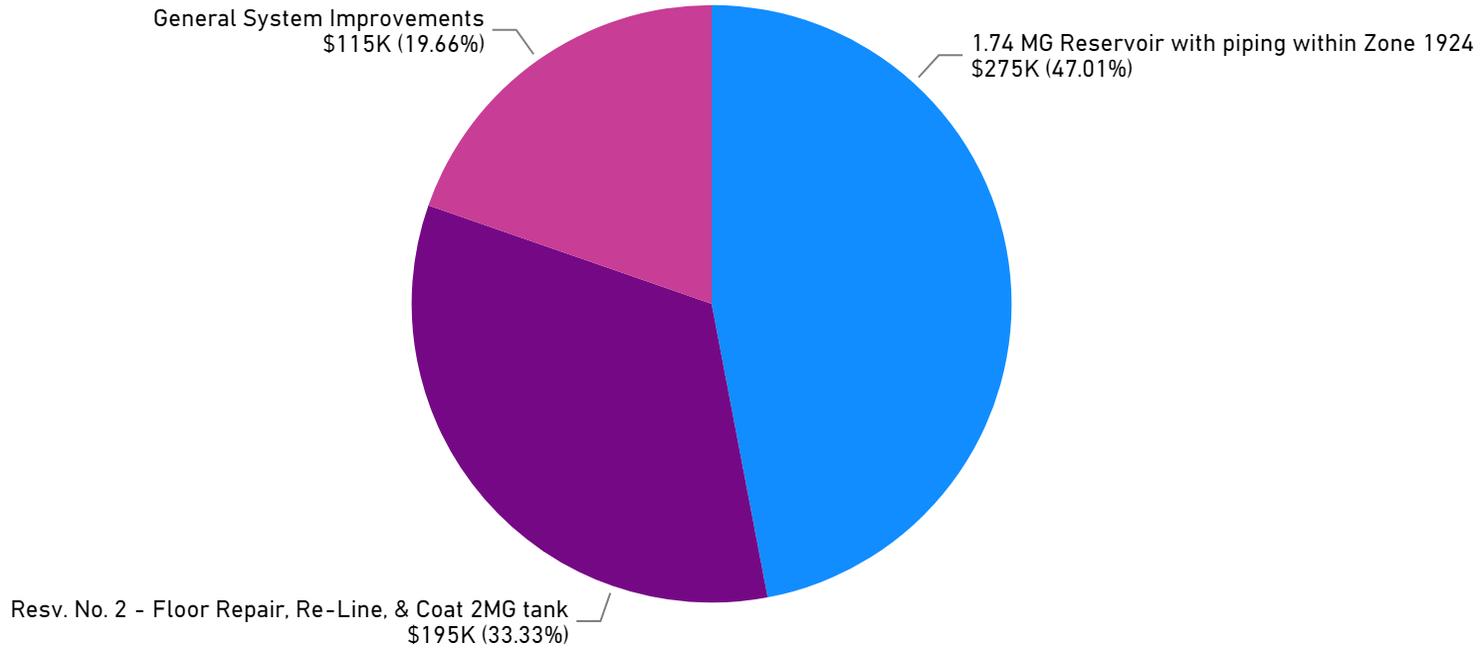
Ventura County Waterworks District No. 17
Bell Canyon Water Services
FY 20-21 Cash Reserves Analysis

Fiscal Year 2019-2020

CASH RESERVED FORECAST

DESCRIPTION	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 ADJ BUDGET	FY20 YR-END PRJ	FY21 REQ BUD
Cash Inflows								
Depreciation	\$69,200	\$69,100	\$104,074	\$104,217	\$104,217	\$104,145	\$104,100	\$104,209
Other Revenues	(\$3,100)	\$24,100	\$30,135	\$44,266	\$68,253	\$75,549	\$75,500	\$49,654
Loan Proceeds				\$0	\$0	\$0	\$0	275,000.0
Operating Gain	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cash Inflows	\$66,100	\$93,200	\$134,209	\$148,483	\$172,470	\$179,694	\$179,600	\$428,863
Cash Outflows								
Water System Improvement	\$0	\$0	\$0	\$0	\$0	\$705,000	\$675,500	\$325,000
Water Construction Project	\$139,600	\$1,633,700	\$14,163	\$0	\$2,000	\$3,950,000	\$235,565	\$275,000
Other Capital Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Loss	\$90,300	\$89,800	\$217,191	\$269,069	\$499,440	\$340,054	\$55,340	\$281,973
Total Cash Outflows	\$229,900	\$1,723,500	\$231,353	\$269,069	\$501,440	\$4,995,054	\$966,405	\$881,973
Cash Flow Positive / (Negative)	(\$163,800)	(\$1,630,300)	(\$97,144)	(\$120,586)	(\$328,970)	(\$4,815,359)	(\$786,805)	(\$453,110)
Beginning Cash Balance	\$4,993,800	\$4,830,000	\$3,219,400	\$3,122,256	\$2,935,670	\$2,606,700	\$2,606,700	\$1,819,895
Ending Cash Balance	\$4,830,000	\$3,199,700	\$3,122,256	\$3,001,670	\$2,606,700	(\$2,208,659)	\$1,819,895	\$1,366,786

**WW# 17 BELL CANYON WATER SERVICE
CAPITAL PROJECT FISCAL YEAR 20-21 REQUESTED BUDGET**



Budget Rollup	FY21 Requested Budget
Water System Improvement	\$310,000
Water Construction Project	\$275,000
District No. 17 (Total)	\$585,000

Description	FY21 Requested Budget
1.74 MG Reservoir with piping within Zone 1924	\$275,000
General System Improvements	\$115,000
Resv. No. 2 - Floor Repair, Re-Line, & Coat 2MG tank	\$195,000
Total	\$585,000

**WW# 17 BELL CANYON WATER SERVICE
CAPITAL PROJECT OVERVIEW**

1.74 MG Reservoir
with piping within
Zone 1924

P6037894

\$25,864.24

Outside Provider Services - 2016 thru Current

Vendor Legal Name	Expense/Revenue Amt
COTTON SHIRES & ASSOC INC	\$6,490
Total	\$25,864.24

Project Cost by Activity - 2016 thru Current

Activity Name	Expense/Revenue Amt
ACQUISITION SERVICES	\$715.29
DESIGN ENGINEERING	\$2,928.19
ENGINEERING SERVICES	\$9,522.91
GENERAL ACTIVITY	\$6,490
PRELIM PROJECT ENGINEERING	\$5,420.85
PROJ ENGINEERING	\$540.75
REAL ESTATE RESEARCH	\$246.25
Total	\$25,864.24

WATERWORKS DISTRICT # 17 BELL CANYON WATER SERVICE
HISTORICAL DATA - ACTUAL / BUDGET ANALYSIS

Budget Classification	FY16 ADPT BUD	FY16 ACT	FY16 Act/Bud%	FY17 ADPT BUD	FY17 ACT	FY17 Act/Bud %	FY18 ADPT BUD	FY18 ACT	FY18 Act/Bud %	FY19 ADPT BUD	FY19 ACT	FY19 Act/Bud %	FY20 ADPT BUD	FY20 Yr-End Prj	FY20 Act/Bud%
	5,620.00	3,602.40	64.1%	6,800.07	2,282.13	34%	2,917.80	2,627.87	90%	3,846.33	2,452.77	63.8%	11,831.65	3,874.24	33%
County & Agency Svcs	78.90	80.90	102.5%	141.00	155.82	111%	125.80	128.07	102%	140.90	139.12	98.7%	110.70	110.70	100%
Imported Water Cost	2,145.30	1,554.30	72.5%	2,014.30	1,741.59	86%	1,971.40	2,137.97	108%	2,316.93	1,858.74	80.2%	2,344.51	1,965.30	84%
Labor Cost	282.50	209.70	74.2%	319.90	291.96	91%	356.70	333.91	94%	399.50	406.02	101.6%	544.40	474.39	87%
Operation & Maintenance	124.43	139.91	112.4%	126.43	153.35	121%	164.60	175.82	107%	168.56	201.31	119.4%	206.95	178.10	86%
Regulatory Permit Costs	7.50	4.70	62.7%	35.50	0.60	2%	30.00	0.00	0%	35.50	5.50	15.5%	4.00	9.80	245%
System Maint, Repairs & Replc.	159.00	72.09	45.3%	242.40	140.03	58%	193.70	76.91	40%	205.60	271.27	131.9%	270.10	251.42	93%
Total	8,417.63	5,664.00	67.3%	9,679.60	4,765.49	49%	5,760.00	5,480.54	95%	7,113.32	5,334.73	75.0%	15,312.31	6,863.96	45%



Discussion

Reddy's Chart	Code	FMS Name	Adopted Budget	Requested Budget	Var(\$)	Var(%)
County & Agency Svcs	2071	General Insurance Allocation ISF	\$2.0	\$1.0	(\$1.0)	-50%
	2158	Cost Allocation Plan Charges	\$17.7	\$16.1	(\$1.6)	-9%
	2185	Attorney Services	\$6.0	\$6.0	\$0.0	0%
	2204	Management And Admin Survey ISF	\$85.0	\$91.4	\$6.4	8%
County & Agency Svcs Total			\$110.7	\$114.5	\$3.8	3%
Imported Water Cost	2312	Water Supply Cost	\$2,341.2	\$2,015.5	(\$325.7)	-14%
	2313	Water Supply Cost	\$3.3	\$1.0	(\$2.3)	-70%
Imported Water Cost Total			\$2,344.5	\$2,016.5	(\$328.0)	-14%
Labor Cost	2205	Public Works ISF Charges	\$544.4	\$571.1	\$26.7	5%
Labor Cost Total			\$544.4	\$571.1	\$26.7	5%
Operation & Maintenance	2032	Voice Data ISF	\$0.8	\$0.8	\$0.0	0%
	2033	Radio Comm ISF		\$4.1	\$4.1	#DIV/0!
	2159	Miscellaneous Expense	\$5.5	\$1.0	(\$4.5)	-82%
	2162	Printing And Binding Non ISF	\$0.0	\$0.0	\$0.0	#DIV/0!
	2164	Mail Center ISF	\$3.8	\$4.1	\$0.3	8%
	2165	Purchasing Charges ISF	\$0.9	\$1.3	\$0.4	44%
	2166	Graphics Charges ISF	\$3.2	\$3.2	\$0.0	0%
	2168	Stores ISF	\$0.0	\$0.8	\$0.8	#DIV/0!
	2183	Engineering And Technical Surveys	\$36.0	\$0.0	(\$36.0)	-100%
	2188	Lab Services	\$5.0	\$5.0	\$0.0	0%
	2191	Collection And Billing Services	\$1.2	\$1.2	\$0.0	0%
	2194	Software Maintainance Agreements	\$20.0	\$20.0	\$0.0	0%
	2199	Other Professional And Specialized Non ISF	\$0.0	\$0.0	\$0.0	#DIV/0!
	2203	County Geographical Info. System	\$0.0	\$0.0	\$0.0	#DIV/0!
	2231	Rent And Leases Equipment Noncounty Own	\$2.0	\$2.0	\$0.0	0%
	2243	Ground Facility Lease and Rent	\$0.0	\$0.0	\$0.0	#DIV/0!
	2261	Computer Equipment (<\$ 5,000)	\$12.0	\$8.0	(\$4.0)	-33%
	2264	Minor Equipment	\$5.0	\$5.0	\$0.0	0%
	3611	Depreciation Expense	\$104.1	\$104.2	\$0.1	0%
	5111	Contributions To Other Funds	\$7.4	\$7.8	\$0.4	5%
6101	Contingencies	\$0.0	\$0.0	\$0.0	#DIV/0!	
Operation & Maintenance Total			\$206.9	\$168.5	(\$38.4)	-19%
Regulatory Permit Costs	2159	Miscellaneous Expense	\$4.0	\$7.5	\$3.5	88%
	2183	Engineering And Technical Surveys	\$0.0	\$50.0	\$50.0	#DIV/0!
Regulatory Permit Costs Total			\$4.0	\$57.5	\$53.5	1338%
System Maint, Repairs & Replc.	2101	Equipment Maintenance	\$0.5	\$0.5	\$0.0	0%
	2102	Equipment Maintenance Contracts	\$152.6	\$155.5	\$2.9	2%
	2104	Maintenance Supplies	\$48.0	\$40.0	(\$8.0)	-17%
	2112	Buildings And Improvements Maintenance	\$10.0	\$0.0	(\$10.0)	-100%
	2183	Engineering And Technical Surveys	\$0.0	\$2.0	\$2.0	#DIV/0!
	2199	Other Professional And Specialized Non ISF	\$29.0	\$24.0	(\$5.0)	-17%
2264	Minor Equipment	\$30.0	\$30.0	\$0.0	0%	
System Maint, Repairs & Replc. Total			\$270.1	\$252.0	(\$18.1)	-7%
Grand Total			\$3,480.7	\$3,180.1	(\$300.6)	-9%