

Central Services
Joan Araujo, Director

Engineering Services
Christopher Cooper, Director

Transportation
David Fleisch, Director

Water & Sanitation
Joseph Pope, Director

Watershed Protection
Glenn Shephard, Director

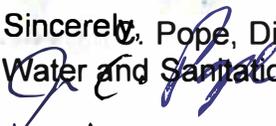
Representing: Ventura County Waterworks District Nos. 1, 16, 17, 19, and 38
County Service Area Nos. 29, 30, and 34

May 14, 2020

**NOTICE OF A MEETING OF THE
VENTURA COUNTY WATERWORKS DISTRICT NO. 38
CITIZENS' ADVISORY COMMITTEE**

NOTICE IS HEREBY GIVEN that a meeting of the Ventura County Waterworks District No. 38 Citizens' Advisory Committee will be held **Thursday, May 21 2020 from 3:30 p.m. to adjournment** via Zoom. To electronically join the meeting please follow the provided steps – At the specific time (3:30 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 19, if you are unable to participate on the call.

Sincerely,

Joseph Pope, Director
Water and Sanitation Department
Joseph

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 OCTOBER 16, 2019 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
 - Miscellaneous Fees Board Items
 - Calleguas Water Rate Presentation
 - Invoice Cloud for Payment Processing
 - Department FY21 ISF Budget Presentation
 - Waterworks District 38 FY21 Budget 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.



DRAFT

**CITIZENS' ADVISORY COMMITTEE
VENTURA COUNTY WATERWORKS DISTRICT NO. 38
MINUTES OF THE OCTOBER 16, 2019 MEETING**

COMMITTEE MEMBERS IN ATTENDANCE: Russ Goodman, Michael Grossman, Kurt Skarin

COMMITTEE MEMBERS ABSENT: Theresa Felix, Dick Hibma

COMMITTEE MEMBER VACANCY: None

STAFF: Joseph Pope, Director, County of Ventura Water and Sanitation Department

GUESTS: None

1. CALL TO ORDER

The meeting was called to order at 3:36 p.m.

2. APPROVAL OF THE MINUTES OF THE SEPTEMBER 16, 2019 SPECIAL MEETING

- I. The meeting minutes were approved as provided by staff

Vote: Yeas- 3, Nays- 0, Absence- 2, Abstained- 0

3. PUBLIC COMMENTS

No Public Comments

4. DISTRICT STAFF REPORT -

A. Review and Vote on 2020 Recommended Water Rates for Waterworks District #38

- I. Motion to raise rates as proposed (3.5% Commodity rate increase & 9% Fixed meter charge increase: motion approved, 3-0 in favor

B. WATER QUALITY REPORT -

- I. No reports or complaints reported at the time of meeting

- C. WATER SUPPLY CONDITIONS -
 - I. The water conditions remain in good standing and the water reservoir levels are above average

- D. CALLEGUAS MUNICIPAL WATER DISTRICT / METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA UPDATE -
 - I. Mr. Pope discussed the storage reservoirs that are owned by Calleguas Water District and informed the Committee on how/where they collect water. The Calleguas District went into a deal with Los Viergens to have a cross connection so they can take or provide water as needed

- E. UPDATE ON AVENUES OF PUBLIC OUTREACH -
 - I. Mr. Pope talked about the dissemination of the information on the AMI Customer Portal for the customers in the Districts and encourage the CAC Members to spread the news of the portal roll out to their neighbors

- F. BOARD LETTER TRACKER – AN UPDATE ON VENTURA COUNTY BOARD OF SUPERVISORS (BOS) AGENDA ITEMS RELATED TO THE DISTRICT -
 - I. Items that were presented at the Board of Supervisors meeting on 10/15/19 include:
 - a. Liens on Tax Roll
 - b. CalWARN Agreement
 - c. Waterworks District 38 public hearing regarding proposed increases to water rates and service charges / This item will be presented on 12/17/19 and Mr. Pope will inform the Board of Supervisors of the CAC Member's unanimous approval to increase the water rates as proposed

- G. UPDATE ON ADVANCED METERING INFRASTRUCTURE (AMI) IMPLEMENTATION PROJECT -
 - I. This item was covered under Item E
 - II. No additional information was given, Mr. Pope would like to provide a customer use count for the next WWD38 Meeting

H. DIRECTOR'S INFORMATIONAL ITEMS -

- I. The financial standing of the District was discussed, Mr. Pope informed the Committee that the finances are looking healthy

5. COMMITTEE MEMBER'S COMMENTS/FUTURE AGENDA ITEMS -

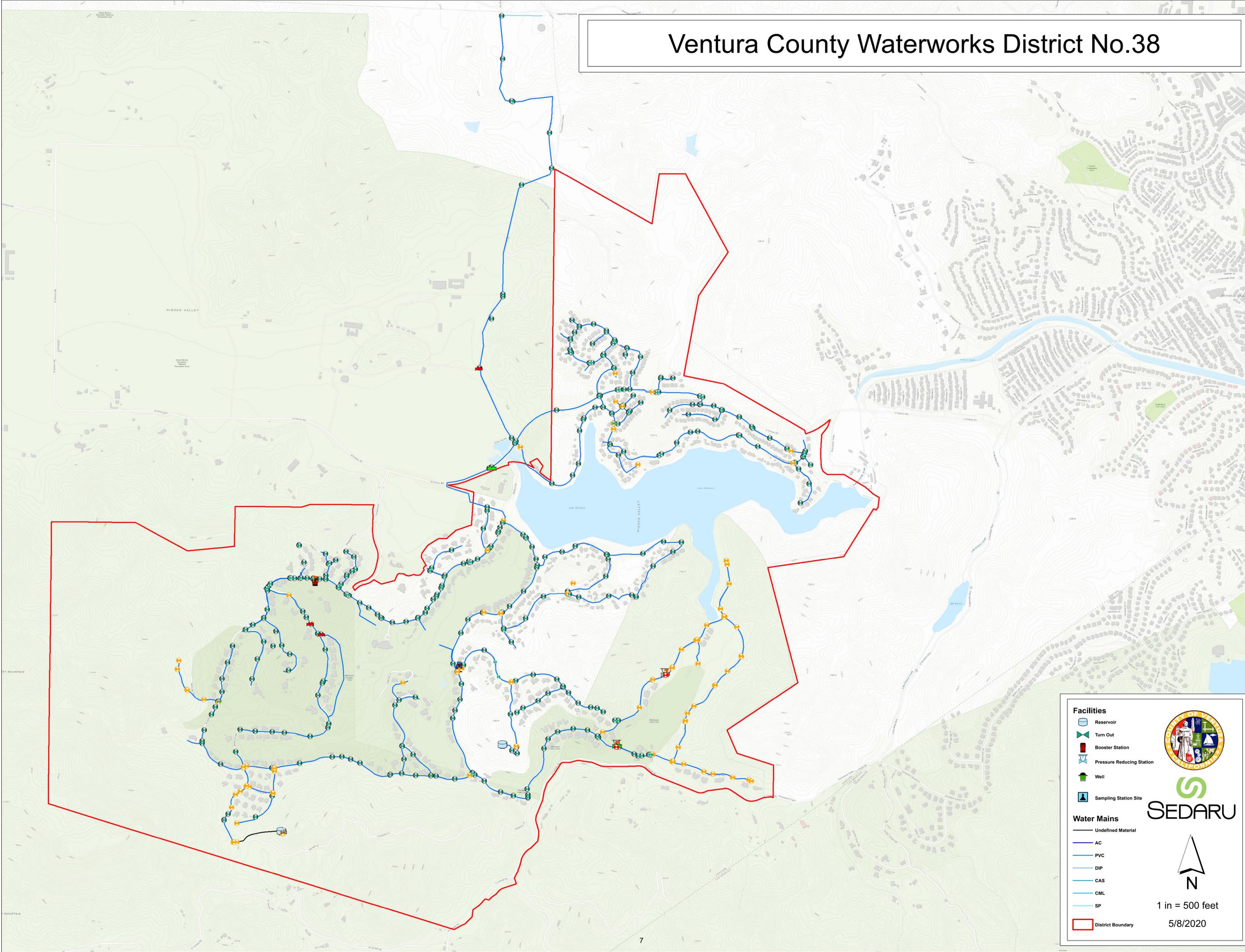
Committee Member's Comments –

- Committee Member requested a map layout of where the water pipes are located

6. ADJOURNMENT

The meeting was adjourned at 4:08 p.m.

Ventura County Waterworks District No.38



Facilities

- Reservoir
- Turn Out
- Booster Station
- Pressure Reducing Station
- Well
- Sampling Station Site

Water Mains

- Undefined Material
- AC
- PVC
- DIP
- CAS
- CML
- SP
- District Boundary



N

1 in = 500 feet

5/8/2020

**Waterworks District 38
Special CAC Meeting
5/21/2020**

AMI Usage Report

36 customers signed up for AMI Customer Portal

Central Services
Joan Araujo, Director

Engineering Services
Christopher Cooper, Director

Transportation
David Fleisch, Director

Water & Sanitation
Joseph Pope, Director

Watershed Protection
Glenn Shephard, Director

May 5, 2020

Boards of Ventura County Waterworks District Nos. 1, 16, 17, 19, and 38
800 South Victoria Avenue
Ventura, CA 93009

Subject: Public Hearings Regarding Proposed Changes to Miscellaneous Fees of Ventura County Waterworks District Nos. 1, 16, 17, 19 and 38, Commencing July 2020 and Adjusted Annually Each July through 2024; and Adopt the Proposed Changes to the Fees; Waterworks District No. 1 (Moorpark), Supervisorial District No. 4; Waterworks District No. 16 (Piru), Supervisorial District No. 3; Waterworks District No. 17 (Bell Canyon), Supervisorial District Nos. 2 and 4; Waterworks District No. 19 (Somis), Supervisorial District No. 2; Waterworks District No. 38 (Lake Sherwood), Supervisorial District No. 2.

Recommendations:

It is recommended that the Boards of Ventura County Waterworks District Nos. 1, 16, 17, 19, and 38 (collectively, “the Districts”):

1. Conduct a public hearing to hear and consider all objections or protests, if any, to the proposed changes to the Districts’ miscellaneous fees, commencing July 1, 2020, and adjusted annually each July through 2024, as shown in the miscellaneous fee schedules attached hereto as Exhibits 1 and 2; and
2. Adopt the attached proposed resolution adopting the changes to the District’s miscellaneous fees shown in Exhibits 1 and 2.

Fiscal/Mandates Impact:

Mandatory: No
Source of Funding: Districts’ Water and/or Sewer Customers
Funding Match Required: None
Impact on Other Department(s): None

Revenue recognition will occur when customer actions require the fee imposition. Due to the variable frequency of these fees, anticipated revenue cannot be reasonably estimated.



Current Fiscal Year Budget Projections:

FY 2019-20 Budget Projection for Ventura County Waterworks District No. 1 – Units 4300/4305				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Saving/(Deficit)
Appropriations	\$42,300,500	\$42,662,511	\$31,722,200	\$10,940,311
Revenue	\$28,996,900	\$28,996,900	\$25,149,800	(\$3,847,100)
Net Cost	\$13,303,600	\$13,665,611	\$6,572,400	\$7,093,211

Net Cost totals include capital outlay, principal loan payments and transfer-ins and transfer-out.

FY 2019-20 Budget Projection for Ventura County Waterworks District No. 16 – Unit 4320				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$ 4,459,100	\$ 4,769,967	\$ 2,380,800	\$ 2,389,167
Revenue	\$ 4,196,400	\$ 4,196,400	\$ 2,094,900	(\$2,101,500)
Net Costs	\$ 262,700	\$ 573,567	\$ 285,900	\$ 287,667

Net Cost totals include capital outlay, principal loan payments and transfer-ins and transfer-out.

FY 2019-20 Budget Projection for Ventura County Waterworks District No. 17 – Unit 4330				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$ 8,135,600	\$ 8,146,209	\$ 3,971,600	\$ 4,174,609
Revenue	\$ 7,176,600	\$ 7,176,600	\$ 3,304,400	(\$ 3,872,200)
Net Costs	\$ 959,000	\$ 969,609	\$ 667,200	\$ 302,409

Net Cost totals include capital outlay, principal loan payments and transfer-ins and transfer-out.

FY 2019-20 Budget Projection for Ventura County Waterworks District No. 19 – Unit 4340				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$9,809,115	\$10,054,458	\$ \$4,652,900	\$ 5,401,558



Revenue	\$8,927,400	\$ 8,972,400	\$3,813,000	\$(5,159,400)
Net Cost	\$ 881,715	\$ 1,082,058	\$839,900	\$242,158

Net Cost totals include capital outlay, principal loan payments and transfer-ins and transfer-out.

FY 2019-20 Budget Projection for Ventura County Waterworks District No. 38 – Unit 4360				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$4,238,900	\$4,248,227	\$ 3,921,300	\$ 326,927
Revenue	\$3,972,700	\$3,972,700	\$ 4,082,600	\$ 109,900
Net Cost	\$266,200	\$275,527	\$ (161,300)	\$ 436,827

Net Cost totals include capital outlay, principal loan payments and transfer-ins and transfer-out.

Discussion:

Miscellaneous fees that comprise non-rate revenues for the Districts were revised and approved by your Board on February 27, 2018.

Upon review of the fee structure, and considering current labor rates, materials costs, and the time required to complete various tasks, staff determined that the current fees do not accurately reflect the actual costs incurred by the Water and Sanitation Department. Based on this analysis, and in order to recover or recoup the Districts' actual costs associated with the events, staff recommends adjusting the miscellaneous fees annually, commencing on July 1, 2020, as shown in Exhibits 1 and 2. Due to the differences in travel time to each District, staff recommends breaking out fees by District. Due to changes in business operations including the implementation of the Policy Governing Discontinuation of Residential Water Service for Nonpayment approved by your Board on January 21, 2020, and the Districts' Resolution 19-114 pertaining to liens on property for non-payment of utility bills, staff added three new miscellaneous fees: a reconnect water service fee, a lien release fee, and an accuracy testing fee.

Staff is proposing annual fee increases that average between 3% and 7% per year for each of the next five budget years commencing July 1, 2020 through July 1, 2024, as shown in Exhibits 1 and 2. A 3% annual increase is enough to recover the costs associated with increases in labor and represents our average annual labor rate increase. Fee increases greater than 3% reflect additional costs associated with the service such as: travel to outlying areas; overhead at time and a half; and material such



as paper, printing, postage, and notary or other added services. Setting the miscellaneous fees on a 5-year Board approval cycle results in approximately \$6,000 per year in soft savings.

Beginning in Fiscal Year 2025 staff will review fee adjustments for the subsequent 5-year period and will return to your Boards with proposed annual adjustments, if necessary.

Public Participation:

The Districts have presented these proposed fees, including descriptions of the fees and the reasons for the changes, to the Citizens' Advisory Committees for Districts Nos. 1, 17, 19 and 38. Miscellaneous fees will continue to be posted publicly at a minimum on our website.

Conclusion:

District staff believes that the recommended adjustments are necessary to establish fair and equitable fees and charges.

The Districts have published timely notice of these proposed fee adjustments and this public hearing in accordance with law (Government Code sections 6062a and 66018).

This item has been reviewed by the County Executive Office, the Auditor-Controller's Office and County Counsel. If you have any questions regarding this item, please call me at (805) 654-2075.



Joseph C. Pope
Director, Water and Sanitation Department

Resolution [Proposed]

Exhibit 1 - proposed Miscellaneous Fees schedule effective July 1, 2020

Exhibit 2 - proposed Miscellaneous Fees schedule effective July 1, 2021 through July 1, 2024

Exhibit 3 - Presentation



RESOLUTION NO. _____

**RESOLUTION OF THE BOARDS OF VENTURA COUNTY WATERWORKS
DISTRICT NOS. 1, 16, 17, 19, AND 38 MAKING CHANGES TO THE
MISCELLANEOUS FEE SCHEDULE**

WHEREAS, staff for Ventura County Waterworks District Nos. 1, 16, 17, 19, and 38 (the Districts) have reviewed and analyzed the Districts' miscellaneous fees for administrative items comprising non-rate revenue, including late fees and shut-off fees, among others;

WHEREAS, considering current fiscal year 2020 labor rates, materials costs, and the time required to complete the tasks associated with the miscellaneous fees, the revenue presently collected from several of these fees does not recoup the actual costs to the Districts for such services or items;

WHEREAS, in order to recover, or recoup, the Districts' actual costs, staff for the Districts recommend changes to the miscellaneous fees as shown in Exhibits 1 and 2, attached hereto;

WHEREAS, in order to account for differences in travel time to each District, staff recommends breaking out fees by District;

WHEREAS, in order to reduce the administrative costs of updating these only occasionally imposed miscellaneous fees, staff has proposed annual increases in the fees of 3% to 7% in each of the four subsequent budget years commencing July 1, 2021 through July 1, 2024, as shown in Exhibit 2, which is enough to recover the costs of service in line with the Districts' average annual labor rate increase;

WHEREAS, the amounts of the fees do not exceed the estimated reasonable cost of providing the services for which they are imposed, and these costs are allocated to payers in a manner that is proportional and bears a fair and reasonable relationship to the payers' burdens, or benefits received, from such services;

WHEREAS, annually, beginning in fiscal year 2025, staff will review fee adjustments for the subsequent 5-year period and, if necessary, staff will return to the Boards of the Districts with proposed adjustments;

WHEREAS, the Districts' Citizens' Advisory Committees have reviewed the proposed fee schedule; and

WHEREAS, the Districts published timely notice of a public hearing at this date, time, and location concerning these proposed increases to their miscellaneous fees in accordance with Government Code sections 6062a and 66018, and the Districts have now conducted a public hearing, allowing for oral or written presentations to be made;

NOW, THEREFORE, BE IT RESOLVED, that the Boards of the Districts hereby adopt the proposed miscellaneous fees schedules as shown in Exhibits 1 and 2 and direct that these fees be published on the Districts' website.

Upon motion of Board Member _____, seconded by Board Member _____, and duly carried, the Boards of Waterworks District Nos. 1, 16, 17, 19 and 38 hereby adopt the foregoing Resolution on this 5th day of May 2020.

Chair, Board of Ventura County
Waterworks District Nos. 1, 16, 17, 19, and 38

ATTEST:
Michael Powers,
Clerk of County of Ventura Board of Supervisors,
Acting ex officio as Clerk of the District Boards

By: _____
Deputy Clerk of the Boards

EXHIBIT 1

**VENTURA COUNTY WATERWORKS DISTRICT NOS. 1, 16, 17, 19 AND 38
MISCELLANEOUS FEES EFFECTIVE JULY 1, 2020**

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MISCELLANEOUS FEE SCHEDULE	MISCELLANEOUS FEE DESCRIPTION	CURRENT FEE	Waterworks District 1 Effective 7/1/2020	Waterworks District 19 Effective 7/1/2020	Waterworks District 17 & 38 Effective 7/1/2020
Late Payment Fee	Fee assessed for non-payment by due date	\$10.00 minimum or 10% of delinquent balance			
After Hours Fee	Fee charged for requested after-hours service (turn on or off water service)	\$130.00	\$124.00	\$133.00	\$144.00
Disconnection or Reconnection Water Service Fee*	Fee charged for disconnection or reconnection of service. *The reconnection fee is new.	\$0.00	\$24.00	\$32.00	\$44.00
Lien Release Fee*	Fee charged for request demand and release of liens. *This fee is new.	\$0.00	\$35.00	\$35.00	\$35.00
Meter Inaccessible Fee / Re-read Fee / Accuracy Testing Fee*	Fee charged when the meter is inaccessible, re-read, or an accuracy test is requested. * The accuracy testing request fee is new.	\$20.00	\$15.00	\$24.00	\$35.00
Meter Removal Fee / Tampering Fee / Cut Lock Fee	Fee charged for removal of meter, cutting of lock, or tampering with property	\$50.00	\$38.00	\$47.00	\$59.00
Non-Compliance / Failure to Respond / Backflow / Notice Fee	Fee charged upon third notification of non-compliance	\$90.00	\$81.00	\$89.00	\$101.00
Non-Compliance / Further Failure to Respond / Backflow / Shut-Off Fee	Fee charged upon final notice and shut-off of water service	\$160.00	\$154.00	\$163.00	\$174.00
Pending Shut-Off Notice Fee	Fee charged for non-payment, and processing of a first door hanger notification	\$20.00	\$20.00	\$28.00	\$40.00
Shut-Off Notice Fee	Fee charged for non-payment, processing of a second door hanger notification, and termination of service	\$35.00	\$30.00	\$38.00	\$50.00

Waterworks District 16 is a sewer only district, customers are charged on the tax roll

EXHIBIT 2

**VENTURA COUNTY WATERWORKS DISTRICT NOS. 1, 16, 17, 19 AND 38
MISCELLANEOUS FEES EFFECTIVE JULY 1, 2021, 2022, 2023, and 2024**

MISCELLANEOUS FEE SCHEDULE	MISCELLANEOUS FEE DESCRIPTION	Waterworks District 1 Effective 7/1/2021	Waterworks District 19 Effective 7/1/2021	Waterworks District 17 & 38 Effective 7/1/2021
Late Payment Fee	Fee assessed for non-payment by due date	\$10.00 minimum or 10% of delinquent balance	\$10.00 minimum or 10% of delinquent balance	\$10.00 minimum or 10% of delinquent balance
After Hours Fee	Fee charged for requested after-hours service (turn on or off water service)	\$128.00	\$137.00	\$149.00
Disconnection or Reconnection Water Service Fee*	Fee charged for disconnection or reconnection of service	\$25.00	\$33.00	\$46.00
Lien Release Fee*	Fee charged for request demand and release of liens	\$37.00	\$37.00	\$37.00
Meter Inaccessible Fee / Re-read Fee / Accuracy Testing Fee*	Fee charged when the meter is inaccessible, re-read, or an accuracy test is requested	\$16.00	\$25.00	\$37.00
Meter Removal Fee / Tampering Fee / Cut Lock Fee	Fee charged for removal of meter, cutting of lock, or tampering with property	\$40.00	\$49.00	\$61.00
Non-Compliance / Failure to Respond / Backflow / Notice Fee	Fee charged upon third notification of non-compliance	\$84.00	\$92.00	\$105.00
Non-Compliance / Further Failure to Respond / Backflow / Shut-Off Fee	Fee charged upon final notice and shut-off of water service	\$159.00	\$168.00	\$180.00
Pending Shut-Off Notice Fee	Fee charged for non-payment, and processing of a first door hanger notification	\$21.00	\$29.00	\$42.00
Shut-Off Notice Fee	Fee charged for non-payment, processing of a second door hanger notification, and termination of service	\$31.00	\$40.00	\$52.00

MISCELLANEOUS FEE SCHEDULE	MISCELLANEOUS FEE DESCRIPTION	Waterworks District 1 Effective 7/1/2022	Waterworks District 19 Effective 7/1/2022	Waterworks District 17 & 38 Effective 7/1/2022
Late Payment Fee	Fee assessed for non-payment by due date	\$10.00 minimum or 10% of delinquent balance	\$10.00 minimum or 10% of delinquent balance	\$10.00 minimum or 10% of delinquent balance
After Hours Fee	Fee charged for requested after-hours service (turn on or off water service)	\$132.00	\$142.00	\$154.00
Disconnection or Reconnection Water Service Fee*	Fee charged for disconnection or reconnection of service	\$26.00	\$34.00	\$48.00
Lien Release Fee*	Fee charged for request demand and release of liens	\$39.00	\$39.00	\$39.00
Meter Inaccessible Fee / Re-read Fee / Accuracy Testing Fee*	Fee charged when the meter is inaccessible, re-read, or an accuracy test is requested	\$17.00	\$26.00	\$39.00
Meter Removal Fee / Tampering Fee / Cut Lock Fee	Fee charged for removal of meter, cutting of lock, or tampering with property	\$42.00	\$51.00	\$63.00
Non-Compliance / Failure to Respond / Backflow / Notice Fee	Fee charged upon third notification of non-compliance	\$87.00	\$95.00	\$109.00
Non-Compliance / Further Failure to Respond / Backflow / Shut-Off Fee	Fee charged upon final notice and shut-off of water service	\$164.00	\$174.00	\$186.00
Pending Shut-Off Notice Fee	Fee charged for non-payment, and processing of a first door hanger notification	\$22.00	\$30.00	\$44.00
Shut-Off Notice Fee	Fee charged for non-payment, processing of a second door hanger notification, and termination of service	\$32.00	\$42.00	\$54.00

MISCELLANEOUS FEE SCHEDULE	MISCELLANEOUS FEE DESCRIPTION	Waterworks District 1 Effective 7/1/2023	Waterworks District 19 Effective 7/1/2023	Waterworks District 17 & 38 Effective 7/1/2023
Late Payment Fee	Fee assessed for non-payment by due date	\$10.00 minimum or 10% of delinquent balance	\$10.00 minimum or 10% of delinquent balance	\$10.00 minimum or 10% of delinquent balance
After Hours Fee	Fee charged for requested after-hours service (turn on or off water service)	\$136.00	\$147.00	\$159.00
Disconnection or Reconnection Water Service Fee*	Fee charged for disconnection or reconnection of service	\$27.00	\$36.00	\$50.00
Lien Release Fee*	Fee charged for request demand and release of liens	\$41.00	\$41.00	\$41.00
Meter Inaccessible Fee / Re-read Fee / Accuracy Testing Fee*	Fee charged when the meter is inaccessible, re-read, or an accuracy test is requested	\$18.00	\$27.00	\$41.00
Meter Removal Fee / Tampering Fee / Cut Lock Fee	Fee charged for removal of meter, cutting of lock, or tampering with property	\$44.00	\$53.00	\$65.00
Non-Compliance / Failure to Respond / Backflow / Notice Fee	Fee charged upon third notification of non-compliance	\$90.00	\$98.00	\$113.00
Non-Compliance / Further Failure to Respond / Backflow / Shut-Off Fee	Fee charged upon final notice and shut-off of water service	\$169.00	\$180.00	\$192.00
Pending Shut-Off Notice Fee	Fee charged for non-payment, and processing of a first door hanger notification	\$23.00	\$31.00	\$46.00
Shut-Off Notice Fee	Fee charged for non-payment, processing of a second door hanger notification, and termination of service	\$33.00	\$44.00	\$56.00

MISCELLANEOUS FEE SCHEDULE	MISCELLANEOUS FEE DESCRIPTION	Waterworks District 1 Effective 7/1/2024	Waterworks District 19 Effective 7/1/2024	Waterworks District 17 & 38 Effective 7/1/2024
Late Payment Fee	Fee assessed for non-payment by due date	\$10.00 minimum or 10% of delinquent balance	\$10.00 minimum or 10% of delinquent balance	\$10.00 minimum or 10% of delinquent balance
After Hours Fee	Fee charged for requested after-hours service (turn on or off water service)	\$141.00	\$152.00	\$164.00
Disconnection or Reconnection Water Service Fee*	Fee charged for disconnection or reconnection of service	\$28.00	\$38.00	\$52.00
Lien Release Fee*	Fee charged for request demand and release of liens	\$43.00	\$43.00	\$43.00
Meter Inaccessible Fee / Re-read Fee / Accuracy Testing Fee*	Fee charged when the meter is inaccessible, re-read, or an accuracy test is requested	\$19.00	\$28.00	\$43.00
Meter Removal Fee / Tampering Fee / Cut Lock Fee	Fee charged for removal of meter, cutting of lock, or tampering with property	\$46.00	\$55.00	\$67.00
Non-Compliance / Failure to Respond / Backflow / Notice Fee	Fee charged upon third notification of non-compliance	\$93.00	\$101.00	\$117.00
Non-Compliance / Further Failure to Respond / Backflow / Shut-Off Fee	Fee charged upon final notice and shut-off of water service	\$175.00	\$186.00	\$198.00
Pending Shut-Off Notice Fee	Fee charged for non-payment, and processing of a first door hanger notification	\$24.00	\$32.00	\$48.00
Shut-Off Notice Fee	Fee charged for non-payment, processing of a second door hanger notification, and termination of service	\$34.00	\$46.00	\$58.00



Ventura County Waterworks District Nos. 1, 16, 17, 19, and 38

Proposed Changes to Miscellaneous Fees

Presentation to Board of Supervisors
Joe Pope
Director, Water and Sanitation Department
County of Ventura Public Works Agency
May 5, 2020

May 5, 2020

Proposed Changes to Miscellaneous Fees

- Fees are typically fees associated with one-time services for specific events
 - Services requested by customers
 - Services provided to customers
- Fees are non-rate revenues and non-rate related
- Fees are considered unrestricted revenues
- Fees were revised and approved by your Board on February 27, 2018
- Proposition 218 is not applicable

Proposed Changes to Miscellaneous Fees

- Comprehensive review of the fee structure included:
 - Considering current labor rates and materials costs
 - Evaluation of cost recovery associated with fee events or services
 - Differences in travel time to each District
- Staff determined that the current fees do not accurately reflect the actual costs incurred

Proposed Changes to Miscellaneous Fees

- Staff recommendations include:
 - Proposing annual fee increases that average between 3% and 7% per year for each of the next five budget years commencing July 1, 2020 through July 1, 2024
 - Breaking out fees by District
 - Adding three new miscellaneous fees:
 1. Re-connection Water Service Fee
 2. Lien Release Fee
 3. Accuracy Testing Fee

Proposed Changes to Miscellaneous Fees

- Staff believes that the recommended fee adjustments are necessary to establish fair and equitable fees and charges
- Staff will review fee adjustments for the subsequent 5-year period returning to the Board with proposed adjustments in 2025
- Presented proposed fees, including descriptions of the fees and the reasons for the changes, to the Citizens' Advisory Committees
- Fees will continue to be posted publicly, at a minimum on our website

Proposed Miscellaneous Fee Schedule July 1, 2020

MISCELLANEOUS FEE SCHEDULE	MISCELLANEOUS FEE DESCRIPTION	CURRENT FEE	Waterworks District 1 Effective 7/1/2020	Waterworks District 19 Effective 7/1/2020	Waterworks District 17 & 38 Effective 7/1/2020
Late Payment Fee	Fee assessed for non-payment by due date	\$10.00 minimum or 10% of delinquent balance			
After Hours Fee	Fee charged for requested after-hours service (turn on or off water service)	\$130.00	\$124.00	\$133.00	\$144.00
Disconnection or Reconnection Water Service Fee	Fee charged for disconnection or reconnection of service. <i>The reconnection fee is new.</i>	\$0.00	\$24.00	\$32.00	\$44.00
Lien Release Fee	Fee charged for request demand and release of liens. <i>This fee is new.</i>	\$0.00	\$35.00	\$35.00	\$35.00
Meter Inaccessible Fee / Re-read Fee / Accuracy Testing Fee	Fee charged when the meter is inaccessible, re-read, or an accuracy test is requested. <i>The accuracy testing request fee is new.</i>	\$20.00	\$15.00	\$24.00	\$35.00
Meter Removal Fee / Tampering Fee / Cut Lock Fee	Fee charged for removal of meter, cutting of lock, or tampering with property	\$50.00	\$38.00	\$47.00	\$59.00
Non-Compliance / Failure to Respond / Backflow / Notice Fee	Fee charged upon third notification of non-compliance	\$90.00	\$81.00	\$89.00	\$101.00
Non-Compliance / Further Failure to Respond / Backflow / Shut-Off Fee	Fee charged upon final notice and shut-off of water service	\$160.00	\$154.00	\$163.00	\$174.00
Pending Shut-Off Notice Fee	Fee charged for non-payment, and processing of a first door hanger notification	\$20.00	\$20.00	\$28.00	\$40.00
Shut-Off Notice Fee	Fee charged for non-payment, processing of a second door hanger notification, and termination of service	\$35.00	\$30.00	\$38.00	\$50.00



Questions?

Customer Service Team

May 5, 2020

FY 2021-FY2024 Proposed Fees

Proposed Miscellaneous Fee Schedule July 1, 2021

MISCELLANEOUS FEE SCHEDULE	MISCELLANEOUS FEE DESCRIPTION	Waterworks District 1 Effective 7/1/2021	Waterworks District 19 Effective 7/1/2021	Waterworks District 17 & 38 Effective 7/1/2021
Late Payment Fee	Fee assessed for non-payment by due date	\$10.00 minimum or 10% of delinquent balance	\$10.00 minimum or 10% of delinquent balance	\$10.00 minimum or 10% of delinquent balance
After Hours Fee	Fee charged for requested after-hours service (turn on or off water service)	\$128.00	\$137.00	\$149.00
Disconnection or Reconnection Water Service Fee*	Fee charged for disconnection or reconnection of service	\$25.00	\$33.00	\$46.00
Lien Release Fee*	Fee charged for request demand and release of liens	\$37.00	\$37.00	\$37.00
Meter Inaccessible Fee / Re-read Fee / Accuracy Testing Fee*	Fee charged when the meter is inaccessible, re-read, or an accuracy test is requested	\$16.00	\$25.00	\$37.00
Meter Removal Fee / Tampering Fee / Cut Lock Fee	Fee charged for removal of meter, cutting of lock, or tampering with property	\$40.00	\$49.00	\$61.00
Non-Compliance / Failure to Respond / Backflow / Notice Fee	Fee charged upon third notification of non-compliance	\$84.00	\$92.00	\$105.00
Non-Compliance / Further Failure to Respond / Backflow / Shut-Off Fee	Fee charged upon final notice and shut-off of water service	\$159.00	\$168.00	\$180.00
Pending Shut-Off Notice Fee	Fee charged for non-payment, and processing of a first door hanger notification	\$21.00	\$29.00	\$42.00
Shut-Off Notice Fee	Fee charged for non-payment, processing of a second door hanger notification, and termination of service	\$31.00	\$40.00	\$52.00

Proposed Miscellaneous Fee Schedule July 1, 2022

MISCELLANEOUS FEE SCHEDULE	MISCELLANEOUS FEE DESCRIPTION	Waterworks District 1 Effective 7/1/2022	Waterworks District 19 Effective 7/1/2022	Waterworks District 17 & 38 Effective 7/1/2022
Late Payment Fee	Fee assessed for non-payment by due date	\$10.00 minimum or 10% of delinquent balance	\$10.00 minimum or 10% of delinquent balance	\$10.00 minimum or 10% of delinquent balance
After Hours Fee	Fee charged for requested after-hours service (turn on or off water service)	\$132.00	\$142.00	\$154.00
Disconnection or Reconnection Water Service Fee*	Fee charged for disconnection or reconnection of service	\$26.00	\$34.00	\$48.00
Lien Release Fee*	Fee charged for request demand and release of liens	\$39.00	\$39.00	\$39.00
Meter Inaccessible Fee / Re-read Fee / Accuracy Testing Fee*	Fee charged when the meter is inaccessible, re-read, or an accuracy test is requested	\$17.00	\$26.00	\$39.00
Meter Removal Fee / Tampering Fee / Cut Lock Fee	Fee charged for removal of meter, cutting of lock, or tampering with property	\$42.00	\$51.00	\$63.00
Non-Compliance / Failure to Respond / Backflow / Notice Fee	Fee charged upon third notification of non-compliance	\$87.00	\$95.00	\$109.00
Non-Compliance / Further Failure to Respond / Backflow / Shut-Off Fee	Fee charged upon final notice and shut-off of water service	\$164.00	\$174.00	\$186.00
Pending Shut-Off Notice Fee	Fee charged for non-payment, and processing of a first door hanger notification	\$22.00	\$30.00	\$44.00
Shut-Off Notice Fee	Fee charged for non-payment, processing of a second door hanger notification, and termination of service	\$32.00	\$42.00	\$54.00

Proposed Miscellaneous Fee Schedule July 1, 2023

MISCELLANEOUS FEE SCHEDULE	MISCELLANEOUS FEE DESCRIPTION	Waterworks District 1 Effective 7/1/2023	Waterworks District 19 Effective 7/1/2023	Waterworks District 17 & 38 Effective 7/1/2023
Late Payment Fee	Fee assessed for non-payment by due date	\$10.00 minimum or 10% of delinquent balance	\$10.00 minimum or 10% of delinquent balance	\$10.00 minimum or 10% of delinquent balance
After Hours Fee	Fee charged for requested after-hours service (turn on or off water service)	\$136.00	\$147.00	\$159.00
Disconnection or Reconnection Water Service Fee*	Fee charged for disconnection or reconnection of service	\$27.00	\$36.00	\$50.00
Lien Release Fee*	Fee charged for request demand and release of liens	\$41.00	\$41.00	\$41.00
Meter Inaccessible Fee / Re-read Fee / Accuracy Testing Fee*	Fee charged when the meter is inaccessible, re-read, or an accuracy test is requested	\$18.00	\$27.00	\$41.00
Meter Removal Fee / Tampering Fee / Cut Lock Fee	Fee charged for removal of meter, cutting of lock, or tampering with property	\$44.00	\$53.00	\$65.00
Non-Compliance / Failure to Respond / Backflow / Notice Fee	Fee charged upon third notification of non-compliance	\$90.00	\$98.00	\$113.00
Non-Compliance / Further Failure to Respond / Backflow / Shut-Off Fee	Fee charged upon final notice and shut-off of water service	\$169.00	\$180.00	\$192.00
Pending Shut-Off Notice Fee	Fee charged for non-payment, and processing of a first door hanger notification	\$23.00	\$31.00	\$46.00
Shut-Off Notice Fee	Fee charged for non-payment, processing of a second door hanger notification, and termination of service	\$33.00	\$44.00	\$56.00

Proposed Miscellaneous Fee Schedule July 1, 2024

MISCELLANEOUS FEE SCHEDULE	MISCELLANEOUS FEE DESCRIPTION	Waterworks District 1 Effective 7/1/2024	Waterworks District 19 Effective 7/1/2024	Waterworks District 17 & 38 Effective 7/1/2024
Late Payment Fee	Fee assessed for non-payment by due date	\$10.00 minimum or 10% of delinquent balance	\$10.00 minimum or 10% of delinquent balance	\$10.00 minimum or 10% of delinquent balance
After Hours Fee	Fee charged for requested after-hours service (turn on or off water service)	\$141.00	\$152.00	\$164.00
Disconnection or Reconnection Water Service Fee*	Fee charged for disconnection or reconnection of service	\$28.00	\$38.00	\$52.00
Lien Release Fee*	Fee charged for request demand and release of liens	\$43.00	\$43.00	\$43.00
Meter Inaccessible Fee / Re-read Fee / Accuracy Testing Fee*	Fee charged when the meter is inaccessible, re-read, or an accuracy test is requested	\$19.00	\$28.00	\$43.00
Meter Removal Fee / Tampering Fee / Cut Lock Fee	Fee charged for removal of meter, cutting of lock, or tampering with property	\$46.00	\$55.00	\$67.00
Non-Compliance / Failure to Respond / Backflow / Notice Fee	Fee charged upon third notification of non-compliance	\$93.00	\$101.00	\$117.00
Non-Compliance / Further Failure to Respond / Backflow / Shut-Off Fee	Fee charged upon final notice and shut-off of water service	\$175.00	\$186.00	\$198.00
Pending Shut-Off Notice Fee	Fee charged for non-payment, and processing of a first door hanger notification	\$24.00	\$32.00	\$48.00
Shut-Off Notice Fee	Fee charged for non-payment, processing of a second door hanger notification, and termination of service	\$34.00	\$46.00	\$58.00

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

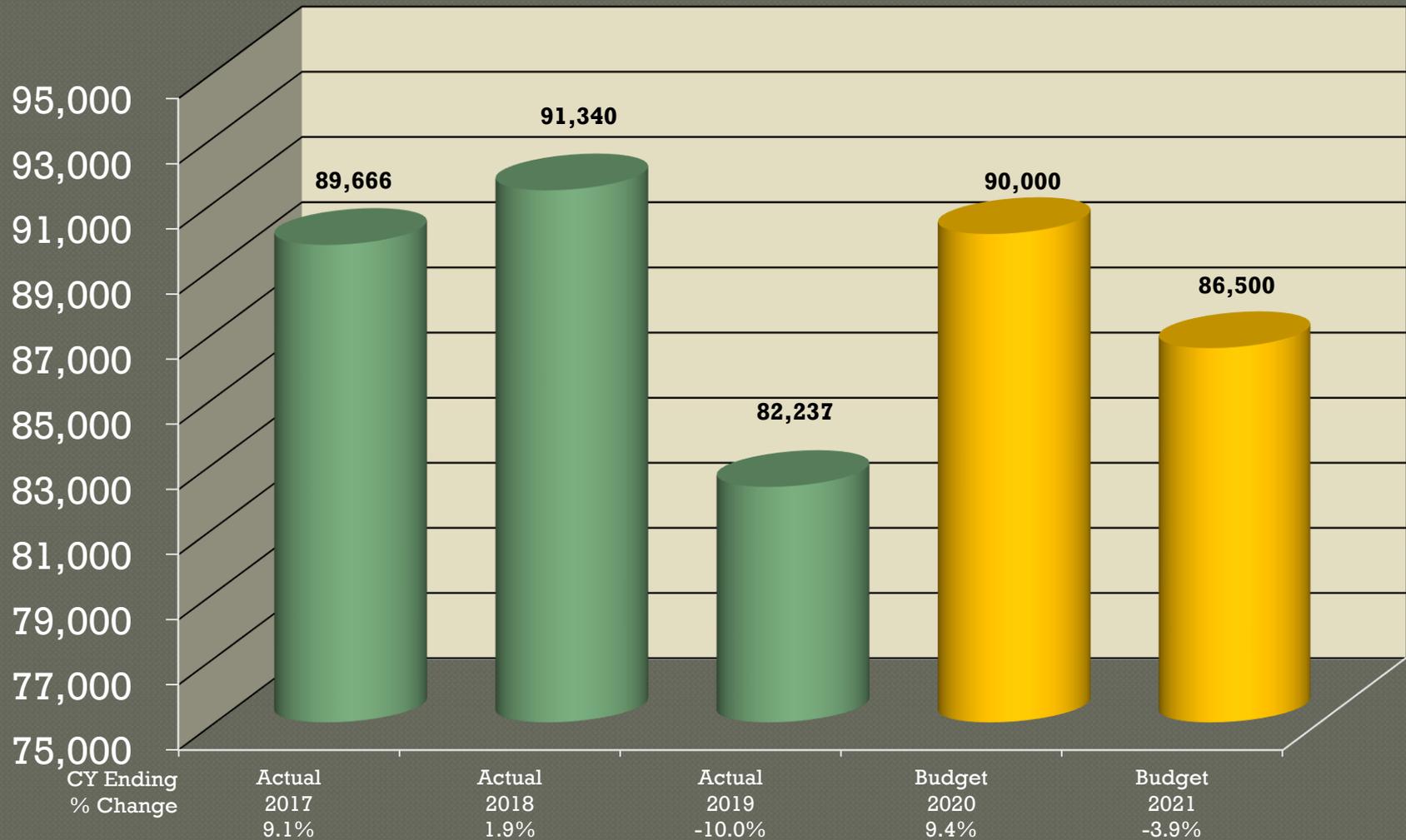
- Operating: 4.1% Increase (\$4 A.F.)
- Capital Construction: 2.2% Increase (\$7 A.F.)
- Overall Tier 1 Rate: 2.5%

● Water Sales

- Budget for 86,500 in FY 2020-21

Calleguas MWD

Actual & Projected Water Sales (A.F.)



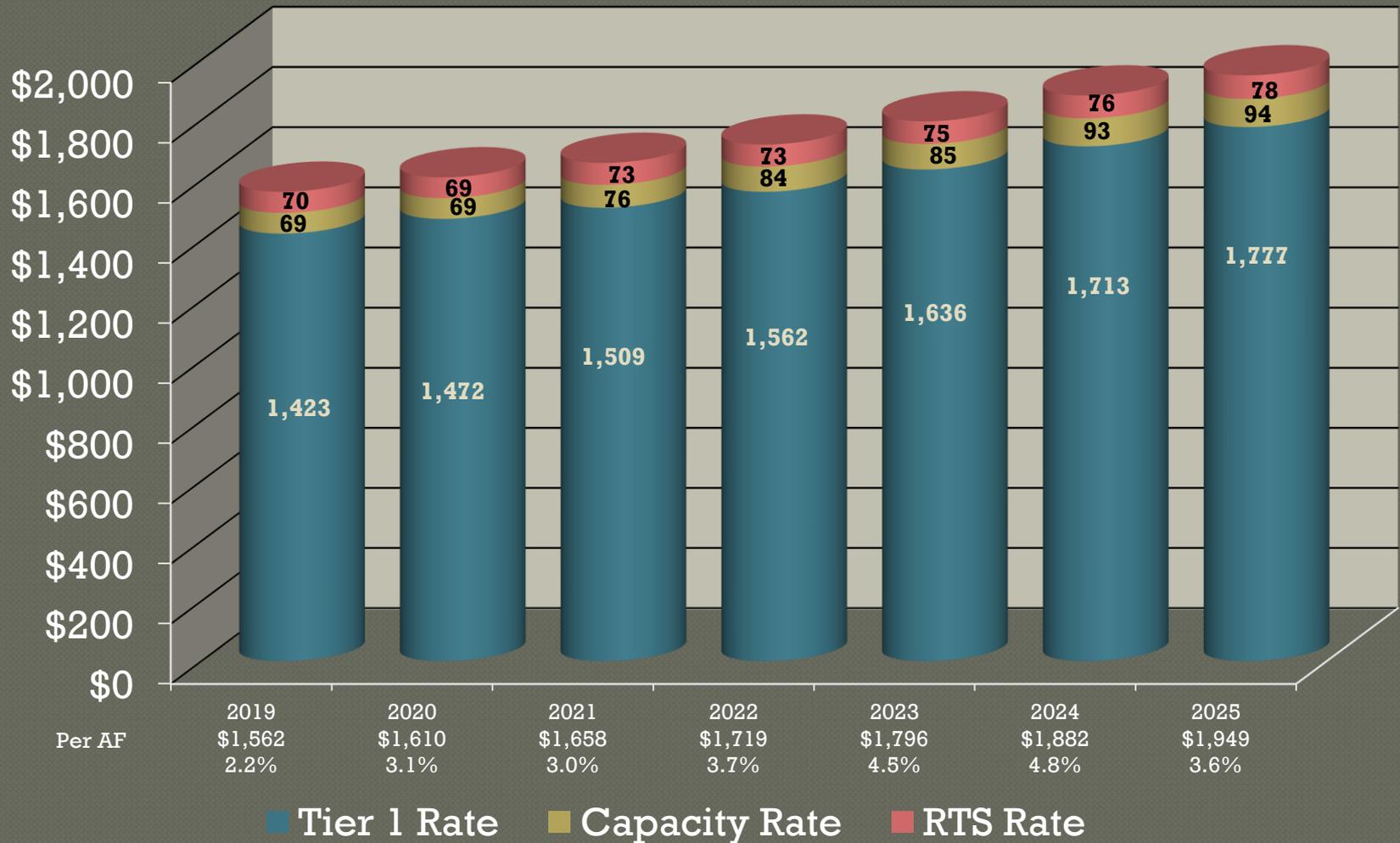
Water Rate Comparison

	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

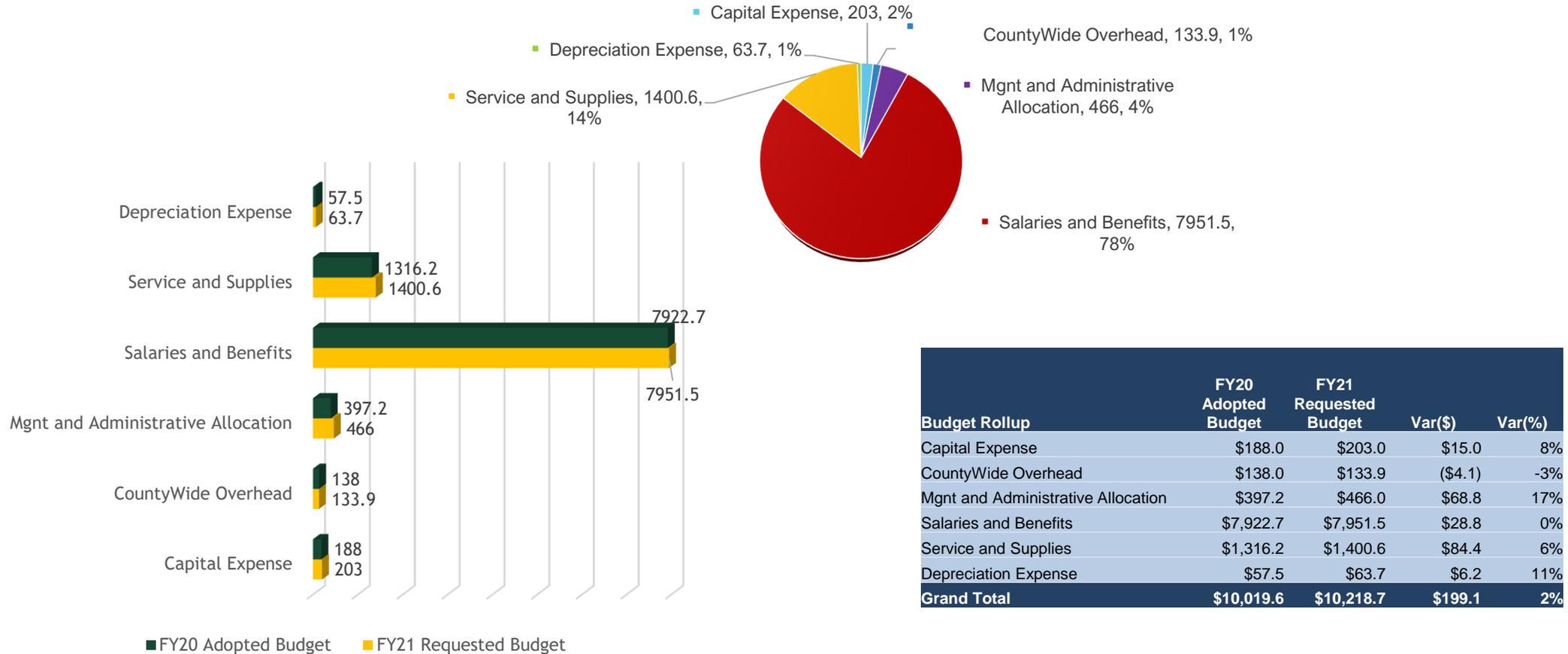


Water and Sanitation Internal Service Fund Fiscal Year 2020-2021 Budget Analysis

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
5	Planning And Engineering Services External		\$35,900		\$43,629		\$43,414		\$47,769		\$51,500
6	Public Works Services		\$7,396,500		\$7,691,823		\$7,275,708		\$7,439,109		\$9,669,200
7	Other Revenues		\$10,100		\$8,437		\$13,017		\$5,640		\$10,000
8	Contribution from Other Funds		\$0		\$21,500		\$160,150		\$85,482		\$188,000
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
12	Service and Supplies		\$874,800		\$936,857		\$1,100,764		\$1,112,592		\$1,316,200
13	CountyWide Overhead		\$115,100		\$227,112		\$118,579		\$85,295		\$138,000
14	Mgmt and Administrative Allocation		\$367,400		\$449,600		\$438,900		\$377,500		\$397,200
15	Capital Expense		\$0		\$21,500		\$168,290		\$85,483		\$188,000
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)
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 Adopted Budget	FY21 Requested Budget	Var(\$)	Var(%)
**	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 14, 2020



Waterworks Districts

Ventura County Waterworks District No. 38

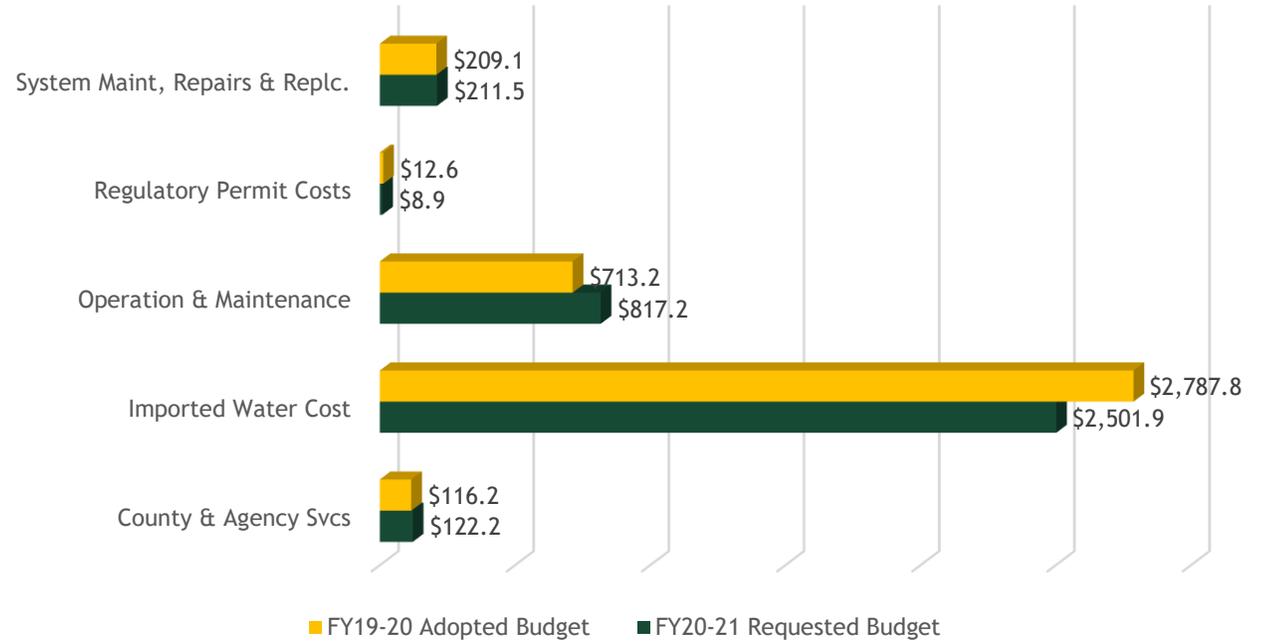
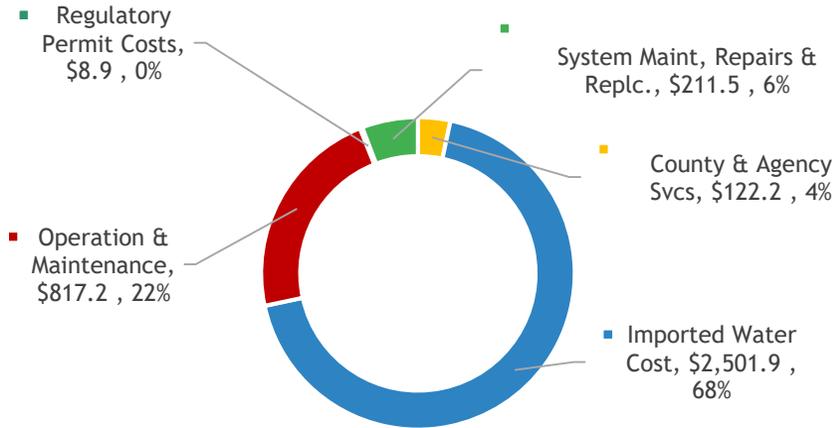
Lake Sherwood Water Services

Fiscal Year 2020-2021 Budget Analysis

May 14, 2020

Fiscal Year 2020-2021 Budget Analysis by Category

FY20-21 Requested Budget



Budget Rollup	FY19-20 Adopted Budget	FY20-21 Requested Budget	Var(\$)	Var(%)
County & Agency Svcs	\$116.2	\$122.2	\$6.0	5%
Imported Water Cost	\$2,787.8	\$2,501.9	(\$285.9)	-10%
Operation & Maintenance	\$713.2	\$817.2	\$103.9	15%
Regulatory Permit Costs	\$12.6	\$8.9	(\$3.7)	-29%
System Maint, Repairs & Replc.	\$209.1	\$211.5	\$2.4	1%
Grand Total	\$3,838.9	\$3,661.8	(\$177.2)	-5%

The \$3.7M Budget is a \$177.2K (5%) decrease from FY2020 Adopted budget

Lake Sherwood Water Services

FY21 Budget Compared to Current Year Projection and Prior Years - Operations and Maintenance

OPERATION FUND			FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 ADPT BUDGET	FY20 YR-END PRJ	FY21 REQ BUD
Sources of Funds									
Water Sales			\$2,072,886	\$2,447,385	\$3,530,512	\$3,458,385	\$3,734,600	\$3,404,600	\$3,523,930
Other O&M Revenues			\$121,755	\$42,027	\$50,289	\$49,480	\$42,535	\$40,300	\$43,042
Total - Sources of Funds			\$2,194,641	\$2,489,412	\$3,580,801	\$3,507,865	\$3,777,135	\$3,444,900	\$3,566,972
Uses of Funds									
Water Supply Cost			\$1,638,862	\$1,761,784	\$2,410,683	\$2,403,194	\$2,727,300	\$2,386,400	\$2,501,937
System Maint. Repairs & Replac.			\$13,347	\$84,596	\$64,094	\$146,776	\$142,600	\$122,700	\$145,800
O&M Labor			\$160,029	\$254,369	\$272,006	\$293,826	\$511,800	\$371,744	\$537,100
Meter Replacement & Change Outs			\$14,505	\$14,800	\$9,600	\$25,800	\$25,600	\$25,600	\$15,000
Misc O&M Cost			\$133,648	\$111,626	\$121,927	\$120,844	\$148,300	\$151,399	\$139,116
County and Agency Services			\$85,864	\$131,584	\$106,026	\$118,013	\$149,300	\$149,300	\$176,239
Funded Depreciation			\$317,900	\$137,621	\$136,171	\$327,635	\$134,043	\$134,000	\$146,569
Total - Uses of Funds			\$2,364,156	\$2,496,380	\$3,120,508	\$3,436,087	\$3,838,943	\$3,341,142	\$3,661,762
Net Result of Operation			(\$169,515)	(\$6,968)	\$460,293	\$71,777	(\$61,808)	\$103,758	(\$94,790)
Actual/Estimated Water Produced vs Usage									
Produced Imported Water (AF)			1,157	1,192	1,603	1,603	1,551	1,432	1,490
Total Usage /AF			1,085	1,196	1,514	1,514	1,650	1,393	1,401
% Water Loss			6%	0%	6%	6%	-6%	3%	6%
Average Calleguas Tier 1 Rate			\$1,234	\$1,279	\$1,338	\$1,399	\$1,448	\$1,448	\$1,472
Callueguas Rate Increase			4%	4%	5%	5%	4%	4%	2%
WW#38 Approved Rate Increase				Rate Restructured					
Commodity Rate			12%		5%	5%	0%	3.5%	0%
Fixed Rate			12%		5%	5%	0%	9%	0%

FY21 Budgeted O&M Expenditures vs. Revenue Analysis

SUMMARY:

Total Budgeted O&M Expenditures

\$3,661,762

Total Estimated O&M Revenue

\$3,566,972

% of O&M Expenditures Financed by Water Sales

97%

% of O&M Expenditures Funded by Cash Reserves

3%

Ventura County Waterworks District No. 38
Lake Sherwood Water Services
FY 20-21 Cash Reserves Analysis

CASH RESERVED FORECAST									
DESCRIPTION			FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 ADPT BUDGET	FY20 YR-END PRJ	FY21 REQ BUD
Cash Inflows									
Depreciation			\$317,900	\$137,621	\$136,171	\$327,635	\$134,043	\$134,000	\$146,569
Other Revenues			29,800	79,579	94,695	150,690	195,600	195,600	151,200
Operating Gain			\$0	\$0	\$460,293	\$71,777	\$0	\$103,758	\$0
Total Cash Inflows			\$347,700	\$217,200	\$691,159	\$550,102	\$329,643	\$433,358	\$297,769
Cash Outflows									
Water System Improvement			\$0	\$0	\$0	\$5,313	\$325,000	\$230,585	\$480,000
Water Construction Project			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Capital Expenses			\$0	\$0	\$0	\$0	\$75,000	\$75,000	\$150,000
Operating Loss			\$169,515	\$6,968	\$0	\$0	\$61,808	\$0	\$94,790
Total Cash Outflows			\$169,515	\$6,968	\$0	\$5,313	\$461,808	\$305,585	\$724,790
Cash Flow Positive / (Negative)			\$178,185	\$210,232	\$691,159	\$544,789	(\$132,165)	\$127,773	(\$427,021)
Beginning Cash Balance			\$5,022,700	\$5,200,885	\$5,411,117	\$6,102,277	\$6,647,066	\$6,647,066	\$6,774,839
Ending Cash Balance			\$5,200,885	\$5,411,117	\$6,102,277	\$6,647,066	\$6,514,900	\$6,774,839	\$6,347,818



Discussion

		FY19-20	FY20-21		
Reddy's Chart		Adopted	Requested	Var(\$)	Var(%)
	CODE	Budget	Budget		
County & Agency Svcs					
	2071 General Insurance Allocation Isf	\$1.9	\$1.0	(\$0.9)	-47%
	2158 Cost Allocation Plan Charges	\$20.1	\$21.9	\$1.8	9%
	2183 Engineering And Technical Surveys	\$0.0	\$0.0	\$0.0	#DIV/0!
	2185 Attorney Services	\$5.0	\$5.0	\$0.0	0%
	2204 Management And Admin Survey Isf	\$89.2	\$94.3	\$5.1	6%
County & Agency Svcs Total		\$116.2	\$122.2	\$6.0	5%
Imported Water Cost					
	2205 Public Works Isf Charges	\$60.5	\$0.0	(\$60.5)	-100%
	2312 Water Supply Cost	\$2,727.3	\$2,501.9	(\$225.4)	-8%
Imported Water Cost Total		\$2,787.8	\$2,501.9	(\$285.9)	-10%
Operation & Maintenance					
	2102 Equipment Maintenance Contracts	\$8.1	\$9.3	\$1.2	15%
	2159 Miscellaneous Expense	\$2.0	\$2.0	\$0.0	0%
	2162 Printing Non Isf	\$0.7	\$0.7	\$0.0	0%
	2164 Mail Center Isf	\$3.7	\$4.1	\$0.4	11%
	2165 Purchasing Charges Isf	\$0.8	\$1.0	\$0.2	25%
	2166 Graphics Charges Isf	\$2.6	\$2.6	\$0.0	0%
	Stores ISF	\$0.0	\$0.0	\$0.0	#DIV/0!
	2188 Lab Services	\$5.0	\$5.0	\$0.0	0%
	2191 Collection And Billing Services	\$1.3	\$1.3	\$0.0	0%
	2194 Software Maintenance Agreements	\$18.0	\$18.0	\$0.0	0%
	2199 Other Professional And Specialized Non Isf	\$20.0	\$29.0	\$9.0	45%
	2205 Public Works Isf Charges	\$447.6	\$537.1	\$89.5	20%
	2231 Rent And Leases Equipment Noncounty Owned	\$0.5	\$0.5	\$0.0	0%
	2261 Computer Eqpt (<5000)	\$12.0	\$6.0	(\$6.0)	-50%
	2264 Minor Equipment	\$19.4	\$16.0	(\$3.4)	-18%
	2313 Water Supply Cost	\$30.0	\$30.0	\$0.0	0%
	3611 Depreciation Expense	\$134.0	\$146.6	\$12.5	9%
	5111 Contrib To Other Funds	\$7.5	\$8.0	\$0.5	7%
Operation & Maintenance Total		\$713.2	\$817.2	\$103.9	15%
Regulatory Permit Costs					
	2159 Miscellaneous Expense	\$8.9	\$8.9	\$0.0	0%
	2183 Engineering And Technical Surveys	\$0.0	\$0.0	\$0.0	#DIV/0!
	2205 Public Works Isf Charges	\$3.7	\$0.0	(\$3.7)	-100%
Regulatory Permit Costs Total		\$12.6	\$8.9	(\$3.7)	-29%
System Maint, Repairs & Replc.					
	2101 Equipment Maintenance	\$2.5	\$2.5	\$0.0	0%
	2102 Equipment Maintenance Contracts	\$85.0	\$87.0	\$2.0	2%
	2104 Maintenance Supplies	\$47.0	\$47.0	\$0.0	0%
	2183 Engineering And Technical Surveys	\$40.0	\$60.0	\$20.0	50%
	2199 Other Professional And Specialized Non Isf	\$9.0	\$0.0	(\$9.0)	-100%
	2204 Pwa Engineering Contract Services	\$0.0	\$0.0	\$0.0	#DIV/0!
	2264 Minor Equipment	\$25.6	\$15.0	(\$10.6)	-41%
System Maint, Repairs & Replc. Total		\$209.1	\$211.5	\$2.4	1%
Grand Total		\$3,838.9	\$3,661.8	(\$177.2)	-5%