SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors AGENDA NO. V-B

FROM: Eric Schanz, General Manager

Meeting Date: May 4, 2023

SUBJECT: DRAFT FY 2023-2024 BUDGET

RECOMMENDED ACTION: Receive a report on the Draft Budget for FY 2023-2024

Budget.

FISCAL IMPACT: Provides financial direction for FY 2023-2024 budget.

DISCUSSION: The final draft Fiscal Year 2023-34 budget is attached for review and

discussion.

FY 2023-2024 Water Rates

During the April 6, 2023, Board meeting, after reviewing the purposed budget options, the Board approved and directed staff to adopt a 7.5 percent rate increase and an increase to the Tier 1 volumetric rate for the FY 2023-24 budget. The Board took action to adjust the rate structure to be more in line with the Water Rate Study completed May 28,2020. Water sales and growth have been lower than the projected revenues and growth from the Water Rates Study. Also, the current rate of inflation could not be anticipated when the Rate Study was completed.

Fees: In addition to water rates, The Board took action to adjust the District's current New Account Set-up Fee to be increased from \$20 to \$50. This brings the fee more in line with other district fees that require field staff to provide services.

FY 2023-2024 Operating Budget

The draft FY 2023-2024 Budget has been discussed by the Board at the April 6, 2023, meeting and by the *ad hoc* Budget Subcommittee in two meetings in March. Staff have met several times to develop the appropriate line-item amounts for the Budget.

Items discussed were used to develop the Operating section of the Draft FY 2023-2024 Budget include:

- Water usage has been trending lower and that trend is expected to continue.
- The effects of inflation on operating costs are noticeable, particularly in utilities charges, chemical costs, parts, materials and labor costs.

- The 2020 Water Rate Study does not account for predicted large purchases such as vehicles and equipment. Items that can be capitalized and depreciated have been moved from the operating budget and listed in the capital budget.
- Salaries and Benefits will increase due to a number of factors:
 - The District is in Year 3 of the 2020 Union Memorandum of Understanding, which provides for a 3% cost of living increase.
 - o In addition to the cost of living, more than half the staff and the General manager are eligible for merit and/or licensing increases.
 - Succession Planning is critical. Steps to prepare for the future retirement of three (3) key employees as well as the past retirement of two seasoned water operators includes:
 - A. Creation of the Account Clerk/Admin Associate position.
 - B. Filling a vacant Crew Supervisor position.
 - C. Adding one full-time Maintenance Worker position in lieu of filling the Contract Meter Reader position.

Capital Improvement Planning

A new format for the Capital Budget spreadsheet has been adapted for the FY2023-24 Budget. The new spreadsheet covers multiple years and is designed to be a living document, amended as needed to reflect the frequent project and timing changes that can occur with our capital spending. It also includes information about grant funding.

A description of Capital Projects to be all or partially funded in FY 2023-2024 is included in the Budget report. Also, for FY 2023-24 in-house projects and fixed asset purchases – such as vehicles – have been moved from the Operating Budget to the Capital Budget Spreadsheet. In addition, the District has implemented a Sinking Fund to use a portion of grant funding to defray annual debt expenditures in future years. (It should be noted that grant funding will only be added to capital revenue when received; therefore, there is no grant funding included in the FY 2023-2024 budget.) Grant funding that has been approved but not yet received is provided as an information item on the spreadsheet.

Table 1 below recaps the FY 2023-2024 Budget calendar:

Table 1. FY 2023-2024 Budget Calendar	
Introduce Budget Process	March 2, 2023
Budget Committee meetings	March 2023

Draft Budget to Board for Discussion/Action, Including Direction on Water Rates	April 6, 2023
Prop 218 Mailing for Water Rate Increase	April 14, 2023
Draft Budget to Board for Discussion/Action	May 4, 2023
Public Hearing and approval of Final FY 2022-23 Operating and Capital Budget and Water Rate Increase	June 9, 2023



Eric Schanz, General Manager

DRAFT

FY 2022-2023

Annual Operating & Capital Improvement Budget

Approved June 9, 2023
Resolution xx-xx

Board of Directors

Tim Lipinski, President Larry Spillane, Vice President Richard Holmer, Financial Coordinator Sukey Robb-Wilder Gaylord Schaap The annual budget of the Sweetwater Springs Water District (SSWD) allows the District to accomplish its mission which is to provide its customers with quality water and service in an open, accountable, and cost-effective manner and to manage District resources for the benefit of the community and environment. The District achieves its mission of producing good quality water by pumping Russian River underflow from five wells – 3 located at the Guerneville El Bonita well site and 2 located at the Monte Rio well site. That water is then treated in two separate treatment facilities at the Highlands site for Guerneville and at the Monte Rio well site for Monte Rio and environs, and distributed through approximately 68 miles of distribution pipes and 3500 service laterals of varying lengths, and stored in 26 tanks and reservoirs. This system is managed and its operation administered by the District staff of 9 full time employees and 2 part-time employees.

In addition to annual ongoing operating costs, the District plans for a Capital Improvement Program aimed at maintaining and improving the capital infrastructure to industry standards to deliver high quality water, reduce system water losses, and maintain adequate system pressure and fire flow. It is expected that the Board will – through the budget process – scrutinize expenses and then approve sufficient revenue to operate the District and fund approved capital projects. Most of the District year-to-year revenue is generated from Water Sales but the District also has an annual assessment on the property tax bill. In addition to ongoing sources of revenue, the District actively seeks out grant funding. Absent adequate revenue sources, in the past capital projects have also been financed through debt.

FY 2023-2024 Budget Report Sweetwater Springs Water District

Below is a table summarizing the FY 2023-2024 Combined Operating and Capital Budget. As shown in the table, total revenue is budgeted at \$4.1 million, and total expenses at \$4.9 million. This budget anticipates more expenses than revenues (approximately \$800,000). The District has been approved for grant funding which may lower this deficit, but grant funding can take time to be received. If it is not received at year end, District reserves will be used to cover expenses that are in excess of revenues.

Detailed spreadsheets of the FY 2022-2023 Operating Budget and of the Capital/Capital Debt Budget are included as attachments to this Budget report.

	FY 2023-2024		
	Budget (FY)	2022-23	2023-24
REVENU	IE	(Projected)	(Budgeted
Operati	ng		
•	Water Sales	\$2,853,000	\$3,212,28
	Other	\$181,500	\$146,300
Total Op	perating Reveue	\$3,034,500	\$3,358,585
Capital			
	Assessments	\$750,000	\$750,000
	Grants Received	\$701,360	\$1
	Other	\$32,215	\$20,00
Total Ca	pital Revenue	\$1,483,575	\$770,000
	Total Operating and Capital Revenue	\$4,518,075	\$4,128,585
EXPEND	ITUDES		
Operati			
	Salary & Benefits	\$1,417,695	\$1,548,800
	Services and Supplies	\$851,726	\$869,320
Total Or	perating Expenses	\$2,269,421	\$2,418,120
Capital			
Capitai	CIP Projects	\$2,029,779	\$1,365,509
	Other Projects & Equipment	\$62,174	\$435,82
	Capital Debt/Sinking Fund Contributions	\$945,000	\$745,00
Total Ca	pital Expenses	\$3,036,953	\$2,546,330
	Total Operating and Capital Expenditures	\$5,306,374	\$4.964.450
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	Surplus/Deficit	-\$788,299	-\$835,865

Operations Budget

The operating budget encompasses the "expenditures related to the operation, maintenance and repair of water facilities", as well as the billing, collections, accounting, fiscal management and other overall administration. The total Operating Budget revenue in FY 2023-2024 is projected to be \$3,358,585. The total Operating Budget expenses are projected to be \$2,418,210. The difference -- \$940,465— will be transferred to the Capital Improvement fund. A water rate increase of 7.5% was approved to meet increasing Operating expenses and to provide for increased allocations to Capital expenses.

FY 2023-2024 Budget Report Sweetwater Springs Water District

District operating expenses are rising. Inflation has hit the cost of services and supplies and in particular labor costs as the District is in the midst of succession planning to replace an aging staff. It takes money and time to recruit, train, and retain qualified staff. On the administrative side, a promotional opportunity has been approved for FY 2023-2024 to provide in-house training opportunities for the Administrative Manager position. On the field side, an additional field operator is being added to staff in lieu of hiring contract meter readers. With experience, new field hires hired over the last two years are acquiring the licensing needed for promotions. Finally, the District is long overdue for technology investments in both its administrative and field operations. For FY 2023-2024, the District has invested in a new billing system that will provide a number of technological advancements for staff and customers, including a much-requested online customer portal. For the field, the District is beginning capital planning for a GIS system.

Capital/Capital Debt Budget

The Capital Fund is projected to have approximately \$1.1 million in reserves available for spending at the beginning of FY 2023-22. Operating surpluses of just over \$900,000 will assist Capital revenue budgeted at \$770,000 to bring total funds available to about \$2.8 million. Capital expenses including expenditures on capital projects and annual payments on capital debt are budgeted at about \$2.5 million, which will leave just over \$300,000 in reserves available for spending by fiscal year end. Reserves will increase if grants approved are actually received during the year. Grants totaling \$895,450 have been approved but have not yet been received.

The District is moving forward or in the midst of several projects in FY 2023-2024:

Project	Description	FY 2023-24	FY 2024-25	FY 2025-26
Lower Harrison Tank Replacement	Replace existing 130,000 gallon steel tank with new epoxy-coated bolted steel tank, with appurtenances and cathodic protection system	\$500;000		
Moscow Road 2023 slide	Install 15 If 8" C-900 main that was damaged by mud slide, and 475 If 8" main outside slide area. Main to be relocated to travel lane furthest from the river.	\$226,000		
Neeley Road Mainline replacement	This is an emergency project in response to a County paving project. Replaces 122 If 2" galvanized water main with 6" C-900, and replace 17 service lines, plus one new fire hydrant	\$527,509		
Willow Road Drainage	This project is in response to a County infrastructure project. Relocate 100' of 2" main and 2 water services	\$82,000		
Wright Drive Mainline, Tank and Pump Station project	Replace and upgrade approx. 5800' mainline, replace 64 service lines, and replace water tank	\$211,840	TBD	TBD
Other Capital projects	El Bonita well rehab, Lower Summit tank liner, District Master Plan, New utility truck	\$435,821		
TOTAL CAPITAL PRO	JECTS	\$1,801,330		

The FY 2023-2024 Capital budget will also include in-house projects and capital equipment purchases for the first time. (These expenditures were included in the

FY 2023-2024 Budget Report Sweetwater Springs Water District

Operating budget in past years). This year the District is also moving forward with a Master Plan to assist in identifying and prioritizing capital projects. The Master Plan will also include identifying wise technological advances to modernize day-to-day field operations.

Finally, the District debt load remains a significant capital expense, with annual payments at around \$780,000/year. When possible, the District will allocate funds to a designated Sinking Fund used to reduce annual payments over a number of years. A total of \$200,000 was allocated to the Sinking Fund in FY 2022-23, lowering the annual budgeted debt load to \$745,000/year in future years.

For more information, please refer to the attached detailed FY 2023-2024 Operating Budget spreadsheet and FY 2023-2024 Capital Projects/Capital Debt Budget spreadsheet.



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FY 2023-24 BUDGET WORKSHEET

7.5% Rate Increase plus Tier 1 Adjustment

	YEAR END ACTUAL (CASH)	APPROVED BUDGET	ESTIMATED YEAR END ACTUAL	PROPOSED BUDGET	+/- Change (from last year)
REVENUE	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24	
OPERATING REVENUE					
Water Sales					
Base Rate	1,789,021	1,905,526	1,883,000	2,125,436	219,910
Current Charges	693,963	772,346	625,000	697,430	(74,916)
Capital Debt Reduction Charges	328,459	349,022	345,000	389,419	40,397
TOTAL WATER SALES	2,811,443	3,026,894	2,853,000	3,212,285	185,391
Total OPERATING REVENUE	2,811,443	3,026,894	2,853,000	3,212,285	185,391
NON-OPERATING REVENUE				_	
Grant Proceeds	0	0 500	20,000	-	-
1700 Interest	3,674	3,500	7,000	6,000	2,500
3600 Construction New Services 3601 Construction Service Upgrades	16,924	8,000 6,000	8,000 6,000	8,000 6,000	
4032 Rent	119,868	121,500	121,500	124,800	3,300
4040 Miscellaneous Income	1,635	1,500	19,000	1,500	-
Total NON-OPERATING REVENUE	142,301	140,500	181,500	146,300	5,800
Total OPERATING INCOME	2,953,744	3,167,394	3,034,500	3,358,585	191,191
EXPENSES				_	
OPERATING EXPENSES					
SALARY & BENEFITS					
Salary	050.040	044 550	020,000	000 000	00.050
5910 Wages 5912 Overtime	959,019 32,029	911,550 37,000	920,000 40,000	999,600 35,000	88,050 (2,000)
5916 On-Call Pay	40,170	37,000	45,000	40,000	3,000
5918 Meter Reader	15,926	37,000	-	-	(37,000)
Total Salary	1,047,144	1,022,550	1,005,000	1,074,600	52,050
Benefits				-	
5500 Flex Spending	5,995	0	0	0	-
5920 Retirement (District portion)	66,612	72,000	72,000	85,600	13,600
5920.4 Retirement - UL	1,385	1,400	1,385	1,500	100
5922 Payroll Taxes (District share)	17,301	16,000	18,000	18,400	2,400
5930 Health Benefits (District share)	247,681	260,000	282,480	321,600	61,600
5931 Retiree Health	11,760	14,000	14,000	14,100	100
5940 Workers Comp Insurance	22,842	23,000	23,830	32,000	9,000
5941 Life Insurance (GM) Total Benefits	1,000 374,576	1,000 387,400	1,000 412,695	1,000 474,200	86,800
TOTAL SALARY & BENEFITS	1,421,720	1,409,950	1,417,695	1,548,800	138,850
SERVICES & SUPPLIES					
Communications				_	
6040-I Internet service	3,383	2,700	4,500	4,600	1,900
6040-C Cell Phones/Radios	6,312	6,300	8,200	7,250	950
6040-T Telephones	29,311	30,000	31,000	35,000	5,000
Total Communications Insurances	39,006	39,000	43,700	46,850	7,850
6101 Liability & Auto Ins.	40,259	50,000	44,276	50,000	0
Total Insurances	40,259	50,000	44,276	50,000	-
Maintenance - Office & Vehicles					
6140 Vehicle Maintenance	19,103	18,000	17,000	18,000	-
6151 Office Maintenance	4,771	5,000	5,000	5,000	-
Total Maintenance - Office & Vehicles	23,874	23,000	22,000	23,000	-
Maintenance - Facilities					-
6085 Janitorial Services	8,302	11,000	11,000	12,000	1,000
6100 SCADA System	3,737	6,500	6,000	8,000	1,500
6180 Distribution System Repairs	28,050	50,000	52,000	60,000	10,000
6235 Treatment Sys/Well Repairs	36,588	75,000	70,000	45,000	(30,000)
			5,000		

SWEETWATER SPRINGS WATER DISTRICT DRAFT OPERATING AND CAPITAL BUDGET, 2019-20 DRAFT

		YEAR END ACTUAL (CASH)	APPROVED BUDGET	ESTIMATED YEAR END ACTUAL	PROPOSED BUDGET	+/- Change (from last year)
	Total Maintenance - Facilities	84,005	147,500	144,000	130,000	(17,500)
	Miscellaneous Expenses					
6280	Memberships	10,307	11,000	11,000	11,500	500
6303	Claims	0	1,500	1,000	1,000	(500)
6593	Governmental Fees	20,985	22,000	30,000	31,755	9,755
	Total Miscellaneous Expenses	31,292	34,500	42,000	44,255	9,755
	Office Expense					-
6410	Postage	18,481	20,000	20,000	20,000	-
6430	Printing Expense	8,147	9,000	9,000	8,200	(800)
6461	Office Supplies	8,711	6,000	6,000	6,000	-
6800	Subscriptions/Legal Notices	3,078	3,000	3,500	1,400	(1,600)
6890	Computers/Software	2,304	4,500	4,000	2,500	(2,000)
6895	Billing System	0	27,600	16,000	15,400	(12,200)
6897	Website Total Office Expense	0 40,721	2,400 72,500	2,400 60,900	3,000 53,500	13,000 (19,000)
	Operating Supplies	40,721	72,300	00,300	33,300	(13,000)
6300		45 544	45.000	15.000	20.000	E 000
6300 6880	Chemicals Tools and Equipment	15,541 6,258	15,000 7,500	7,500	20,000 7,500.00	5,000
6881	• •	11,948	2,500	3,000	3,000	500
3001	Safety Equipment Total Operating Supplies	33,747	25,000	25,500	30,500	5,500
	Professional Services	55,171	20,000		55,500	5,550
6514	Lab/Testing Fees	13,532	15,000		16,000	1,000
6570	Consultant Fees	107,885	50,000	30,000	23,000	(27,000)
6590	Engineering	9,326	10,000	10,000	10,000	(27,000)
6610	Legal	107,072	60,000	40,000	30,000	(30,000)
6630	Audit/Accounting	37,421	38,000	38,000	45,850	7,850
	Total Professional Services	275,236	173,000	118,000	124,850	(48,150)
	Rents & Leases & Loans				·	
6820	Equipment	1,265	3,600	3,600	3,800	200
6840	Building & Warehouse	31,276	32,000	32,000	32,000	-
7913	Policy Reserve Loan	135,000	135,000	135,000	135,000	-
	Total Rents, Leases & Loans	167,541	170,600	170,600	170,800	200
	Transportation & Travel					
7120	Seminars & related travel	810	5,000	4,000	3,000	(2,000)
7201	Vehicle Gas	37,622	40,000	40,000	42,000	2,000
7300	Travel Reimbursements	4,468	6,500	5,000	4,100	(2,400)
	Total Transportation & Travel	42,900	51,500	49,000	49,100	(2,400)
	Uniforms					
6021.1	Boots	1,895	1,500	1,500	1,715	215
6021.3	T-shirts	2,675	1,800	500	1,500	(300)
6021.4	Jackets Total Uniforms	4.570	250	250	250	- (05)
		4,570	3,550	2,250	3,465	(85)
	Utilities					
7320	Electricity	126,478 1,958	126,000 3,500	126,000	139,000 4,000	13,000 500
7321	Propane Total Utilities	128,436	129,500	3,500 129,500	143,000	13,500
	Total SERVICES & SUPPLIES	911,587	919,650	851,726	869,320	(50,330)
	FIXED ASSET EXPENDITURES					
8517	Field/Office equipment	0	5,000	5,000	- [
8573	Vehicles	0	50,000	0	-	(50,000)
8511.1	Tank/Facilities Sites	1,025	24,000	24,000	-	(24,000)
8511.6	Leasehold Improvements	0	0	0	-	-
To	otal FIXED ASSET EXPENDITURES	1,025	79,000	29,000	0	(79,000)
Т	otal OPERATING EXPENSES	2,334,332	2,408,600	2,298,421	2,418,120	9,520
TF	RANSFERS TO OTHER FUNDS					
8620.7	Tfers to CIRF for CDR Revenue	332,402	349,022	349,022	389,419	40,397
8620.3	Tfers to CIRF	430,000	365,000	345,000	535,000	170,000
8620.5	Tfers to Building Fund	15,000	15,000	15,000	15,000	-
8620.2	Tfers to In-House Constr	25,000	25,000	25,000	-	(25,000)

SWEETWATER SPRINGS WATER DISTRICT DRAFT OPERATING AND CAPITAL BUDGET, 2019-20 DRAFT

	YEAR END ACTUAL (CASH)	APPROVED BUDGET	ESTIMATED YEAR END ACTUAL	PROPOSED BUDGET	+/- Change (from last year)
Total TRANSFERS TO OTHER FUNDS	802,402	754,022	734,022	939,419	185,397
OPERATING SURPLUS/DEFICIT AFTER TFERS	-182,990	4,772	2,057	1,046	-3,726

Capital Projects and Capital Debt Budget (Cash) 2022-23 2023-24 2024-25

	2022-23	2023-24	2024-25					
	(Estimate)	Budget	Estimate					
	(Actual)	(7.5% incr.)						
Total CIRF Balance Beginning of Year	\$1,994,980	\$1,184,624	\$332,713					
REVENUE								
Assessments/New Services	\$750,000	\$750,000	\$750,000					
CDR Transfer from Operations	\$349,022	\$389,419	\$408,890					
Operating Surplus Transfer from Operations	\$365,000	\$535,000	\$545,000					
Interest	\$16,579	\$20,000	\$20,000					
New Construction	\$15,636	\$0	\$0					
Grants Received	\$701,360	\$0	\$0					
Total Revenue	\$2,197,597	\$1,694,419	\$1,723,890					
Total Available for Capital Projects	\$4,192,577	\$2,879,043	\$2,056,603					
EXPENDITURES								

EXPEN	DITURES								GRANT INF	ORMATION	
CIP Pro	ojects	TOTAL PROJECT COST	PAID (PY)	OBLIGATED BUT NOT YET PAID				GRANTS APPROVED	GRANTS RECEIVED CY	GRANTS RECEIVED PY	GRANTS APPROVED BUT NOT YET REC'D
	CIP 2021	\$1,790,551	\$124,411	\$0	\$1,666,140	\$0	\$0	\$818,280	\$701,360	\$116,920	\$0
	Lower Harrison	\$581,675	\$8,200	\$62,255	\$75,000	\$500,000	\$0	\$581,675	\$0	\$0	\$581,675
	MR Well 5	\$120,047	\$72,392	\$0	\$37,798	\$0	\$0	\$100,000	\$0	\$0	\$100,000
County	MR Bridge	\$854,000	\$0	\$25,000	\$25,000	\$30,000	\$0	\$53,325	\$0	\$0	\$53,325
County	Willow Rd Drainage (Rio Nido)	\$82,000	\$0	\$0	\$0	\$82,000	\$0	\$0	\$0	\$0	\$0
County	Moscow Road 2019 slide	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County	Moscow Road 2023 slide	\$240,000	\$4,545	\$194,987	\$14,000	\$226,000	\$0	\$0	\$0	\$0	\$0
County	Neeley Road Emergency Proj	\$527,509	\$0	\$527,509	\$0	\$527,509	\$0	\$0	\$0	\$0	\$0
	Wright Drive main pressure zone*		\$0	\$0							
	Wright Drive upper pressure zone	\$3,087,093	\$0	\$0	\$211,840	\$0	\$0	\$160,450	\$0	\$0	\$160,450
	Natoma Tank		\$0	\$0							
	Schoeneman pressure zone	\$900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Schoeneman tank	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total CIP Projects				\$2,029,779	\$1,365,509	\$0				
Other	Other Capital Expenses										
•	Annual transfer to Policy Reserves				\$8,174	\$35,821	\$0				
	In-House Project/Site Improvements				\$25,000	\$120,000	SO.		nmit Tank lir DG); In-Hous		El Bo Well
	District Master Plan				\$0	\$200,000	\$0				
	Vehicle				\$0	\$80,000	\$0				
	Total Other Capital Projects/Equipment				\$33,174	\$435,821	\$0				
Debt P	ayments (for next FY)										
	Debt tfer (reduced by Sinking Fund adj.)				\$745,000	\$745,000	\$745,000				
	Debt Sinking Fund				\$200,000	\$0	\$0				
	Total Debt				\$945,000	\$745,000	\$745,000				
	Total CIP/Debt Expenditures				\$3,007,953	\$2,546,330	\$745,000				
Tota	I CIRF Balance End of Year (Est.)				\$1,184,624	\$332,713	\$1,311,603				