



Board of Directors:

KRISTINA BREWER, President
BOB NAST, Vice President
MARCIA MARCUS, Director
JARED BOUCHARD, Director
SEAN DEBLEY, Director

AKBAR ALIKHAN
General Manager

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BOARD OF DIRECTORS REGULAR BOARD MEETING NOTICE & AGENDA

NOTICE IS HEREBY GIVEN that the Board of Directors of the Channel Islands Beach Community Services District will hold A Regular Meeting beginning at 6:00 PM on Tuesday, April 23, 2019. The Meeting will be held at the **District Office Conference Room, 353 Santa Monica Drive, Channel Islands Beach, CA 93035**. The Agenda is as follows:

A. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE:

B. PUBLIC COMMENTS:

1. Opportunity for members of the public to address the Board on matters under the purview of the District and which are not on the agenda. (Time limit 3 minutes per speaker)

C. CONSENT CALENDAR:

1. Approve the Agenda Order
2. Minutes
 - a. April 9, 2019 Regular Board Meeting

D. ACTION CALENDAR

1. Review of FY 2019-2020 Preliminary Budget

Recommendation:

- 1) Review and comment on proposed FY 2019-2020 Operating and Capital Budgets

E. INFORMATION CALENDAR

1. Report from Board Members of any meeting or conference where compensation from the District for attendance was received

G. BOARD MEMBER COMMENTS

H. GENERAL COUNSEL & GENERAL MANAGER COMMENTS

AGENDA POSTING CERTIFICATION

This agenda was posted Wednesday, April 17, 2019 by 5:00 PM. The agenda is posted at the District Office and two public notice bulletin boards, which are accessible 24 hours per day. The locations include:

- Hollywood Beach School, 4000 Sunset
- Corner Store, 2425 Roosevelt Blvd.
- District Office, 353 Santa Monica Drive

Agendas are also posted on the District's website at www.cibcsd.com.



Akbar Alikhan
General Manager

REQUESTS FOR DISABILITY-RELATED MODIFICATION OR ACCOMMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, IN ORDER TO ATTEND OR PARTICIPATE IN A MEETING, SHOULD BE MADE TO THE SECRETARY OF THE BOARD IN ADVANCE OF THE MEETING TO ENSURE THE AVAILABILITY OF REQUESTED SERVICE OR ACCOMODATION. NOTICES, AGENDAS AND PUBLIC DOCUMENTS RELATED TO THE BOARD MEETINGS CAN BE MADE AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST.

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING, April 9, 2019

A. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE:

President Brewer called the meeting to order at 6:01 P.M. and led everyone in attendance in the Pledge of Allegiance. In attendance Vice President Nast, Director Marcus, Director Bouchard, Director Debley, General Manager, Akbar Alikhan, Clerk of the Board, Erika Davis, General Counsel, John Mathews, Office Manager, CJ Dillon, and Deputy General Manager/ Operations Manager Pete Martinez.

Chair President Brewer per the request of Vice President Nast asked for and was granted unanimous consent to approve a change of order in the Agenda and place the F-3 Special Presentation regarding Harbor Quality before Public Comments.

F. INFORMATION CALENDAR

3. Special Presentation from Vice President Nast regarding Harbor Quality

Using a PowerPoint Presentation Vice President Nast explained the history of the Harbor Water Quality and the condition of the water today. Vice President Nast gave information on the poor circulation of the Harbor and the overall health of the Harbor since the decommissioning of the cooling water pumps of the Mandalay Power Generating Station. Board discussion ensued. Vice President Nast confirmed with Mark Sandoval from the County of Ventura Harbor Department that the City of Oxnard is the lead Agency trying to remedy the situation in conjunction with the County of Ventura. Board may be interested in supporting advocacy efforts for the reinstatement of pumps if that option became available in the future. Vice President Nast will keep Board informed.

B. PUBLIC COMMENTS:

None

C. CONSENT CALENDAR:

Director Bouchard moved to approve the Consent Calendar with the Agenda as amended and Director Marcus seconded the motion. The motion passed.

Brewer, Nast, Marcus, Bouchard, Debley 5 - Yes 0 -No

D. OPERATIONS AND MAINTENANCE REPORT:

Deputy General Manager/ Operations Manager (DGM/OM) Pete Martinez presented the Operations and Maintenance Report. DGM/OM Pete Martinez, using a PowerPoint presentation, gave an overview of the month's activities. DGM/OM Pete Martinez

explained the Hollywood Station Pump issues and the Flow Test that was performed for the Casa Sirena Development. DGM/OM Pete Martinez also discussed the Water System Fire Flow Test and that the City of Oxnard is repairing the issues found during the test. There was also a Smart Meter Project update which stated 98% of the Smart Meters are communicating and 80% of the large Smart Meters were installed. DGM/OM Pete Martinez said the Office Well Sampling was performed and the results should be provided in approximately 2 weeks.

E. ACTION CALENDAR

1. Revision to Meter Reading and Leak Relief Policy

General Manager Alikhan explained that this was a proposed amendment to the current Meter Reading and Leak Relief Policy. After Board discussion it was agreed that sections 1.2.3 and 2.3 should be removed. Director Bouchard made the motion to approve the revisions to the Meter Reading and Leak Relief Policy with sections 1.2.3 and 2.3 removed. Director Marcus seconded the motion. Motion passed.

Brewer, Nast, Marcus, Bouchard, Debley 5 - Yes 0 -No

2. Award of Contract for CCTV Inspection and Cleaning of Sanitary Sewer System (MI 204) to Ayala Engineering Inc

General Manager Alikhan stated that the District received 4 responses to the CCTV Inspection and Cleaning of the Sanitary Sewer System (MI 204) bid. General Manager Alikhan explained that Ayala Engineering Inc came in with the lowest bid. Director Marcus moved to award the contract for CCTV Inspection and Cleaning of Sanitary Sewer System to Ayala Engineering Inc and Director Bouchard seconded the motion. The Motion passed collectively.

Brewer, Nast, Marcus, Bouchard, Debley 5 - Yes 0 -No

3. Discussion on Sewer Cleaning Truck

General Manager Alikhan and DGM/OM Pete Martinez used a PowerPoint Presentation to facilitate the Sewer Cleaning Truck Discussion. Board asked questions. Board instructed staff to exclude this item from the 2019-2020 Capital Budget at this time.

No Board Action

F. INFORMATION CALENDAR

1. Allocation Ordinance Update

General Manager Alikhan said he felt positive progress was made at the last meeting between the City of Oxnard, United, Fox Groundwater Management Agency (FGMA), United States Navy and the District. FGMA is giving City of

Oxnard, United, United States Navy and the District until the 23rd to agree on the language to include in the Ordinance. General Manager Alikhan said the FGMA is seeking adoption of the Ordinance on May 10th.

2. PHWA Agenda Review

General Manager Alikhan reviewed the Agenda Summary. General Manager Alikhan stated Item 1 is of interest to the District since it is an update from United regarding their iron and manganese removal facility. It is at about 50% design completion so United will have data to share regarding estimated construction costs. This is of interest to the District because the issuance of debt is assigned to the OH Enterprise and it will give an idea of the impact in terms of our water rates. The monthly Operation report and an Update of the GSP are also included in this month's meeting Agenda.

4. Report from Board Members of any meeting or conference where compensation from the District for attendance was received

Director Debley attended the PHWA meeting and stated it was a short meeting.

Director Marcus attended the PHWA meeting and met the new Board members.

Director Marcus announced she attended the AWA breakfast.

G. BOARD MEMBER COMMENTS

Director Debley mentioned that there has been an increase of petty theft in the neighborhood and he was a victim of it personally. Director Debley asked about Neighborhood Watch in the area and would like to ask Sherriff questions at the next meeting.

Director Marcus announced the Water Symposium is on the 18th of this month.

Director Marcus mentioned there was an Opinion article in the VC star regarding the Harbor Development.

Director Marcus attended the Harbor Academy Presentation and brought the PowerPoint presentation handout.

Director Nast would like more information regarding Title 21 water.

Director Bouchard suggested that the Board invite United to the Board meeting to discuss Title 21 water if they are interested.

H. GENERAL COUNSEL & GENERAL MANAGER COMMENTS

General Counsel had no comments.

General Manager Alikhan commented that there is a second meeting this month on April 23rd that will address the Preliminary Budget. The Board can expect to receive their Budget Binders on April 16th.

General Manager Alikhan announced the Redesign RFP was extended to April 16th.

General Manager Alikhan said the first day of the Farmer's Market Booth has been moved to May 14th.

The Board Meeting adjourned at 8:34 P.M.

Kristina Brewer, President



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Regular Board Meeting, April 23, 2019

To: Board of Directors
From: Akbar Alikhan, *General Manager*
Subject: Review of FY 2019 – 2020 Preliminary Budget
Item No. E-1

RECOMMENDATION:

1. Review and comment on proposed FY 2019 – 2020 Operating and Capital Budgets.

FINANCIAL IMPACT: Current action has no financial impact. Requested changes will be incorporated into next draft of Operating and Capital Budgets in preparation for Board approval at a future meeting.

BACKGROUND:

Attached for Board review is the FY 2019 – 2020 Operating Budget and Capital Improvement Program (CIP) Budget. Requested edits by Board members will be incorporated into future drafts of the Budget, in preparation for adoption at the June 11, 2019 Regular Board Meeting.

DISCUSSION/ANALYSIS:

Budget to Projected Review

As part of the annual budget process, Board and staff perform a review of budgeted expenses compared to the projected expenditures by fiscal year end. These projections are based on actual expenses incurred as of January 31, 2019 and take into account any known outstanding obligations. Still, projected values are staff's best estimate of future total expenditures.

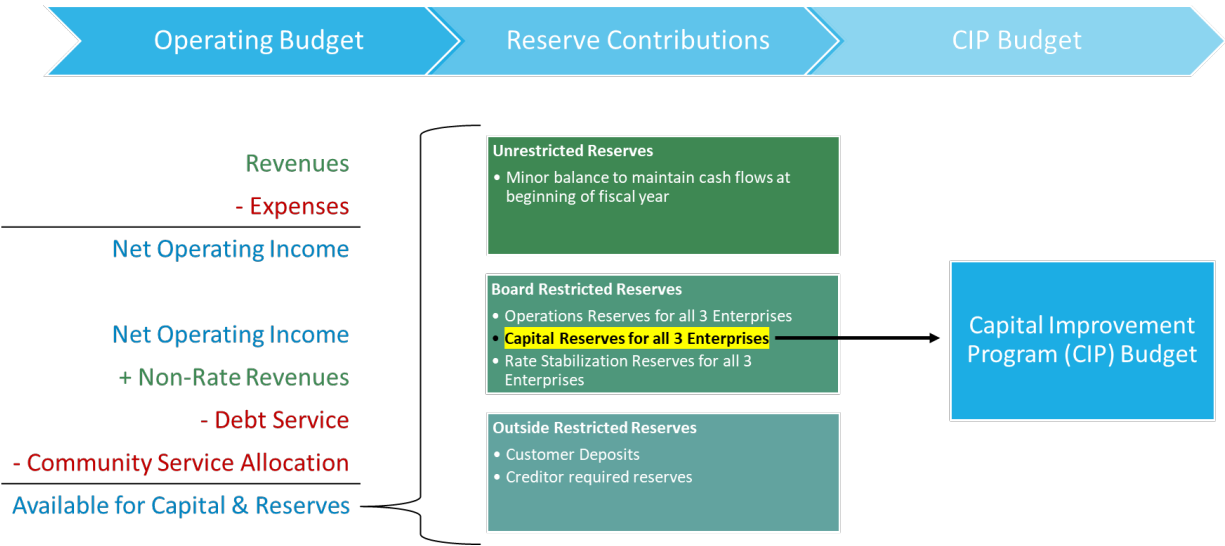
Overall, the District is projected to be under budget by 3% for FY 2019 – 2020, which is mostly attributable to lower than anticipated water purchase costs for the second year in a row. The table below summarizes the adopted budget versus projected expenditures.

	Budget	Projected	% Change
Total Water System Expense	\$869,990	\$798,680	-8.2%
Total Sewer System Expense	\$982,000	\$971,622	-1.1%
Total Trash Expense	\$492,000	\$516,000	4.9%
Total Maintenance Expenses	\$54,420	\$35,793	-34.2%
Total Salaries & Benefits	\$883,920	\$870,339	-1.5%
Total Administrative Expenses	\$403,100	\$381,450	-5.4%
TOTAL OPERATING EXPENSES	\$3,685,430	\$3,573,884	-3.0%

Budget Format Changes

In FY 2018 – 2019, the District transitioned to a two-budget approach, with the Operating Budget separated from the Capital Budget. The transition was made so Operating Budgets could easily be compared year-to-year and also to provide greater detail on how capital funds were expended. Staff recommends retaining this approach for the FY 2019 – 2020 Budgets. The graphic below summarizes the flow of cash between the two budgets and how they interact.

Revenues less expenses result in Net Operating Income (NOI). The remaining NOI after paying down debt and allocating for community service activities is what is available for reserves. The District has several reserve funds with various purposes. Three of these funds are for capital projects for each of the three enterprises.



There are two additional formatting changes for FY 2019 – 2020. First, the Capital Budget includes detail pages for each project listed in the 5-Year Capital Improvement Plan. The detail pages (beginning on page 63 of the Preliminary Budget) are provided for reference and contain information on the proposed projects, such as description, cost, justification, and timeframe for execution.

The second formatting change introduces another classification for large equipment purchases. This change will add a fifth classification (found on page 62) as follows:

- CI 100 series – Water projects
- CI 200 series – Sewer Projects
- CI 300 series – Solid Waste Projects
- CI 400 series – Multi-enterprise projects
- CI 500 series – Capitalized large equipment purchases (new/proposed)

FY 2019 – 2020 Operating Budget

The proposed Operating Budget represents an overall 6.7% increase from the previous year’s budget, with the bulk of the increase due to increased water purchase costs through PHWA. It is important to note that the entirety of the budget aside from water purchase costs is proposed to increase by 3.5% from the previous year, slightly above CPI. The table below summarizes the proposed budget changes for the upcoming fiscal year.

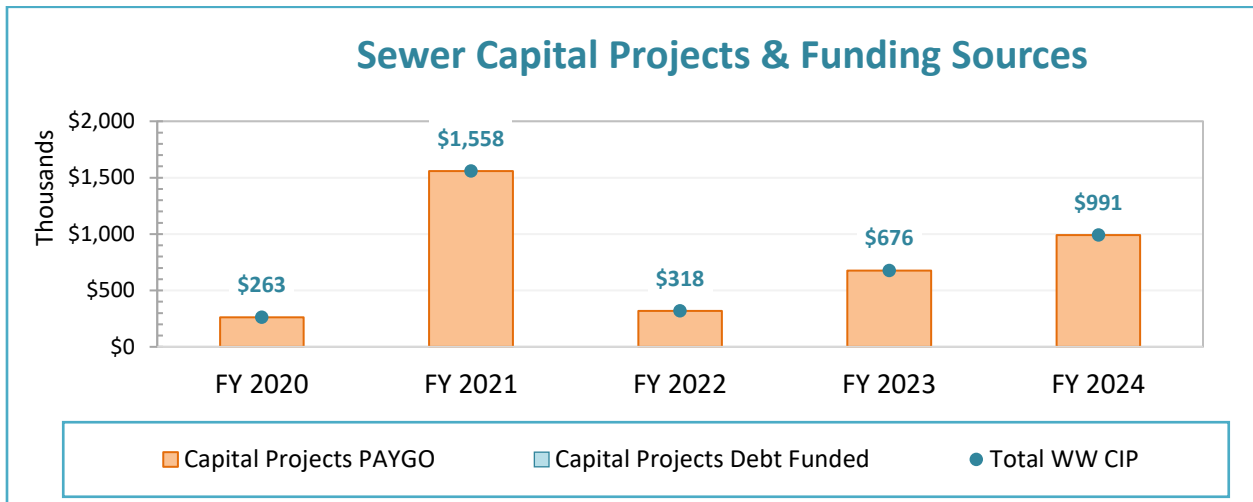
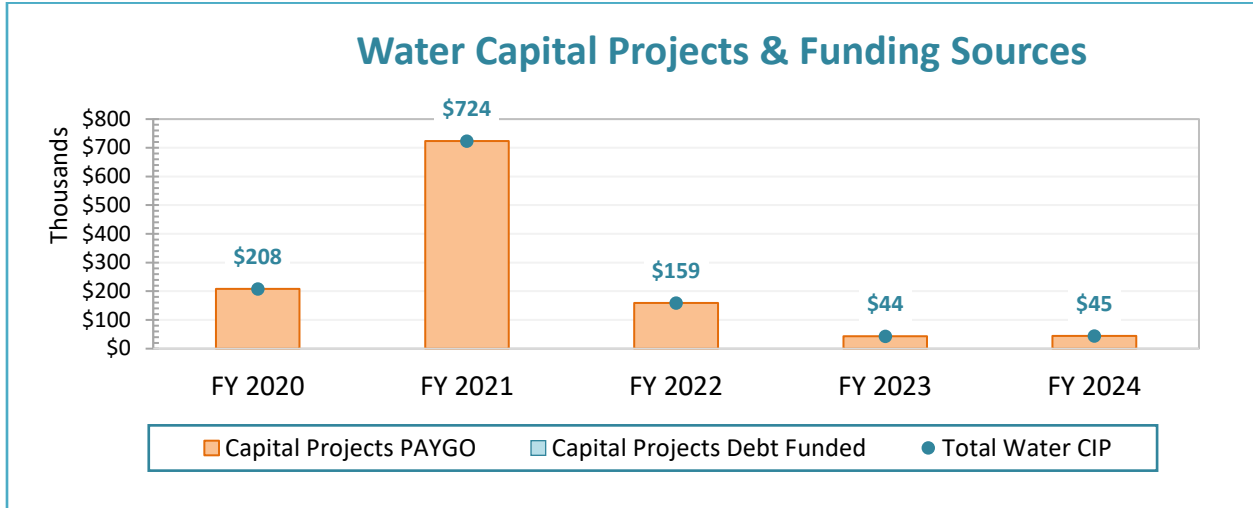
	FY 2018 – 2019	FY 2019 – 2020	% Change
Total Water System Expense	\$869,990	\$986,800	13.4%
Total Sewer System Expense	\$982,000	\$1,012,000	3.1%
Total Trash Expense	\$492,000	\$528,000	7.3%
Total Maintenance Expenses	\$54,420	\$52,500	-3.5%
Total Salaries & Benefits	\$883,920	\$917,800	3.8%
Total Administrative Expenses	\$403,100	\$434,350	7.8%
TOTAL OPERATING EXPENSES	\$3,685,430	\$3,931,450	6.7%

There are four key changes to the proposed Operating Budget from previous year’s budget amounts.

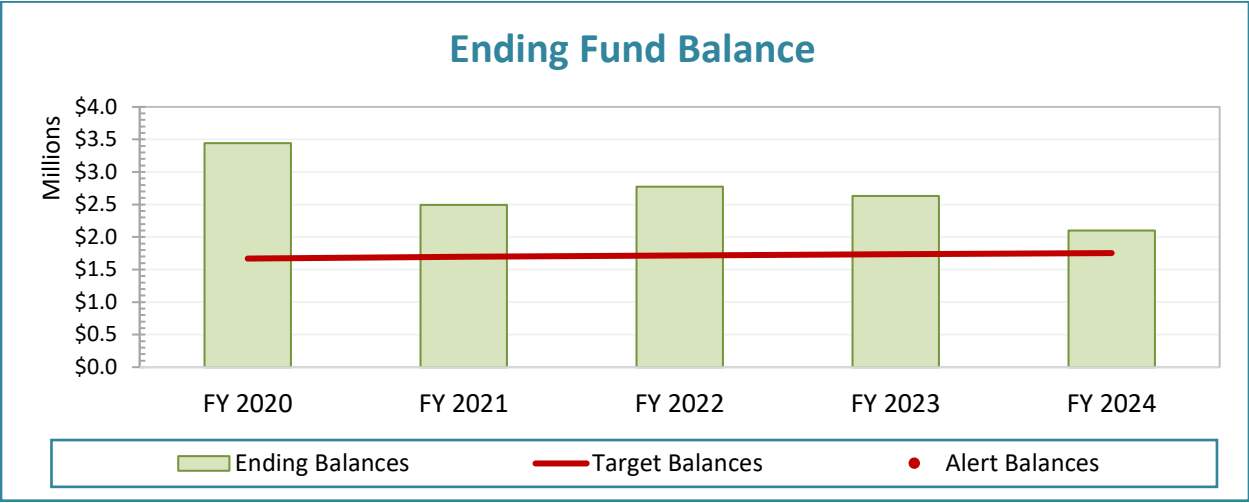
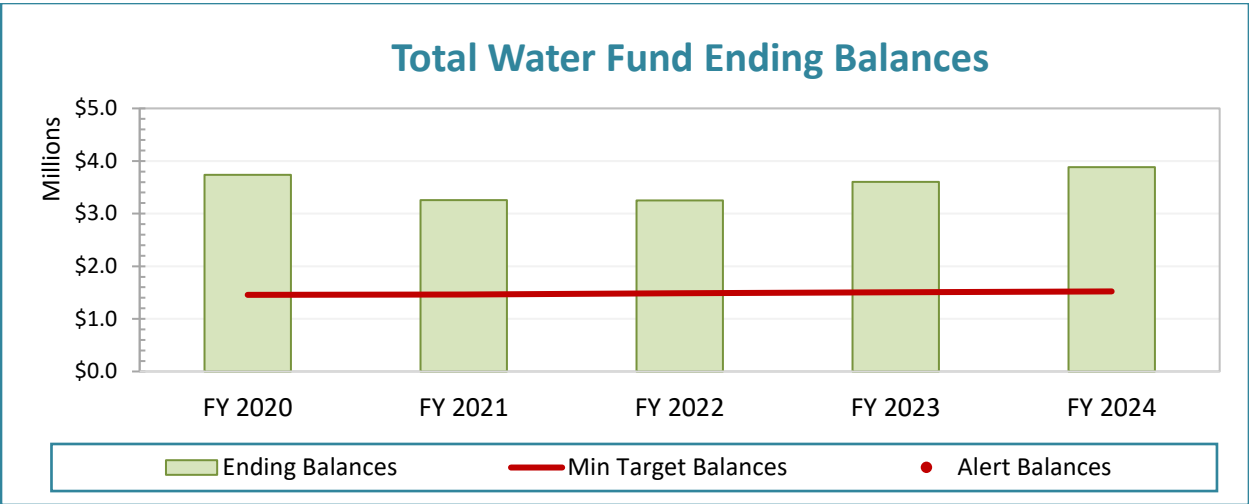
- Water System Expenses – Water purchase costs from PHWA are anticipated to rise significantly due to surcharges levied by United Water Conservation District for the Iron & Manganese Removal Facility (\$67.40 per acre foot) and the Fox Canyon Groundwater Management Agency for the Replenishment fee (estimated at \$130 per acre foot). The current price of blended water from PHWA is \$780. With the addition of these two surcharges, the cost per acre foot will exceed \$900 per acre foot. It is uncertain when the surcharges will go into effect (see page 4).
- Trash Expense is higher than previous years due to more accounts using walk-in service offered by EJ Harrison. This expense is offset by additional revenue (see page 15).
- Administrative Expenses increased due to more capital assets being accounted for in the Asset Replacement fund. The District full inventory of fleet vehicles and the backup generator was included in the Asset Replacement schedule, resulting in an \$18,000 increase to the Asset Replacement line item (see page 45).

FY 2019 – 2020 Capital Improvement Program Budget

The proposed CIP Budget calls for \$471K in capital spending for FY 2019 – 2020, with \$208,000 assigned to the Water Enterprise and \$263,000 assigned to the Sewer Enterprise. The proposed capital expenditure totals for FY 2020 through FY 2024 are shown in the chart below for the Water and Sewer enterprises.



Based on the capital expenditures shown above and assuming no rate increases beyond the approved increases through FY 2020, the following charts show the ending fund balance for both the Water and Sewer Enterprise. The horizontal red line depicts the minimum fund balance the Enterprise must keep on hand.



Next Steps

The Board’s action on June 11, 2019 will be to approve planned expenditures for FY 2019 – 2020 only. However, staff has prepared a five-year CIP Budget document to show upcoming capital needs. In some cases, a single project can span several years. While staff has identified costs for each project based on best available data, it is anticipated that some project costs may be updated prior to final adoption on June 11, 2019.

Date	Event
April 23, 2019	Board Budget Workshop
May 14, 2019	1 st Reading of Rate Ordinance / (Budget Workshop if needed)
June 11, 2019	2 nd Reading of Rate Ordinance and Budget Adoption
July 1, 2019	Beginning of Fiscal Year
July 15, 2019	New Rates Effective

ATTACHMENTS:

1. Preliminary FY 2019 – 2020 Operating and Capital Improvement Program Budget. Full Budget Document is available by request to Board Clerk or accessible by visiting www.cibcsd.com/budget.

Glossary of Terms	
High Level	
Operating Budget	Expected future costs and forecasted income over the course of a fiscal year.
Capital Improvement Program	Short-range plan which identifies capital projects and equipment purchases, with anticipated costs associated with each project for each fiscal year.
Enterprise	A segregated account from other funds and accounts of the District with the intent that revenues generated by the enterprise will only be used to fund the operations and capital of the enterprise. District has Water, Sewer, and Solid Waste Enterprises.
Enterprise Allocation	Amount of overhead costs that is attributable to a particular enterprise fund.
Fund Balance	
Capital Reserve	Funds reserved for large anticipated expenses related to the procurement and/or construction of capital assets. Currently set at 3.5% of District asset value.
Operating Reserve	Funds reserved for unexpected shortages of cash flows to allow the District to pay obligations. Currently set at 25% of Operating Expenses, or 90 days of operations.
Rate Stabilization Reserve	Funds reserved to weather sharp unanticipated changes in District costs, to smooth rate adjustments over time, rather than cause rate spikes. Set at 10% of annual operating expenses.
Beginning Balance	Amount of funds in the account at the beginning of a new fiscal year – July 1.
Ending Balance	Amount of funds in the account at the end of a fiscal year – June 30.
Accounting	
Operating Revenues	Cash proceeds from providing water, sewer, or trash services.
Operating Expenses	Costs incurred from providing water, sewer, or trash services.
Net Operating Income	Operating Revenues less Operating Expenses.
Other Revenues	Proceeds generated from non-service activities.
Debt Service	Annual payments towards loans and bonds in the current year.
Debt-to-Equity Ratio	Net Operating Income divided by Debt Service. Ratio must be kept above 1.25 to maintain covenants stipulated by creditors.

Glossary of Terms	
Reserves	
Reserve Contribution	Cash set aside for transfer to one of three reserve accounts for each enterprise.
Unrestricted	Reserve funds set aside for District's operating activities without a prescribed policy minimum or specific function.
Board Restricted	Reserve funds set aside to meet the District's adopted financial policies with respect to minimum targets for Operating Reserve, Rate Stabilization Reserve, and Capital Reserve.
Outside Restricted	Reserve funds set aside to meet bond covenants as stipulated by creditors. Funds also contain customer deposits.
Timeline	
Adopted	Program costs approved by Board prior to the start of current fiscal year.
Actual Through	Program costs that have been incurred as of a particular date during the fiscal year.
Projected	Estimated program costs by the end of the fiscal year based current expenditures and remaining anticipated obligations.
Proposed	Requested budget amount for upcoming fiscal year.
Carryover	Unspent capital project funds from a previously approved capital year that is encumbered for use in current fiscal year for same project.
Expended	Portion of capital project funds from previous fiscal year(s) that was spent towards project costs.

Commonly Used Abbreviations

ACWA	Association of California Water Agencies
ACWA/JPIA	ACWA Joint Powers Insurance Authority
AMI	Advanced Metering Infrastructure
AWA	Association of Water Agencies
AWWA	American Water Works Association
CalPERS	California Public Employees Retirement System
CASA	California Association of Sanitation Agencies
CCC	Cross Connection Compliance
CCTV	Closed Circuit Television
CCWUA	Channel Counties Water Utilities Agency
CIBERT	Channel Islands Beach Emergency Response Team
CIP	Capital Improvement Budget
COLA	Cost of Living Adjustment
CSDA	California Special Districts Association
CWEA	California Water Environment Association
FY	Fiscal Year
I&I	Inflow and Infiltration (into sewer collection system)
LAFCO	Local Agency Formation Commission
LGFA	Local Government Finance Act
MOU	Memorandum of Understanding
NASSCO	National Association of Sewer Service Companies
PHWA	Port Hueneme Water Agency
R & M	Repair & Maintenance
SCADA	Supervisory Control and Data Acquisition
SDHS	State Department of Health Services
SWRCB	State Water Resources Control Board
VCEHD	Ventura County Environmental Health Division
VCSDA	Ventura County Special Districts Association
WAN	Wide Area Network
WPD	Watershed Protection District

ALLOCATION METHODS

The District is comprised of three enterprise funds – Water Enterprise, Sewer Enterprise, and Solid Waste Enterprise. The revenues generated by each enterprise are used to support operational activities for only that same enterprise. While several budget items are entirely attributable to a single enterprise, there are many others that are shared between more than one enterprise. To appropriately assign shared costs to each enterprise, an allocation method, or basis for splitting costs is employed. The table below shows the name of the allocation method, the percentage of costs distributed to each enterprise, and the description.

Allocation Method	Water	Sewer	Trash	Community	Description
Water Only	100%	0%	0%	0%	Allocated entirely to Water Enterprise.
Sewer Only	0%	100%	0%	0%	Allocated entirely to Sewer Enterprise.
Solid Waste Only	0%	0%	100%	0%	Allocated entirely to Solid Waste Enterprise.
Comm Svc Only	0%	0%	0%	100%	Allocated entirely to Community Service Account.
Equal Distribution	33%	34%	33%	0%	Split equally among Water, Sewer, and Solid Waste Enterprises.
Staff Time	39%	40%	19%	2%	Split based on how staff time is spent.
Expense Basis	36%	42%	22%	0%	Split based on ratio of operating expenses from each enterprise.
Revenue Basis	41%	44%	15%	0%	Split based on ratio of revenues from each enterprise.
Rev. Water/Sewer	49%	52%	0%	0%	Split based on ratio of revenues from only Water and Sewer.
Ops Time	43%	41%	14%	2%	Split based on how Operations staff time is spent.
Interest Earnings	35%	55%	10%	0%	Split based on interest generated by each enterprise.

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FY 2019 - 2020 OPERATING BUDGET

Sheet No.	Account	Adopted	Actual Through	Projected	Proposed	Percent Expended	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise		Community Service		Total	
		FY 2018 - 2019	1/31/2019	June 2019	FY 2019 - 2020		\$	%	\$	%	\$	%	\$	%		
OPERATING REVENUES																
Rate Revenues																
1	Water Revenue	3110	1,879,000	1,172,047	2,092,262	2,198,000	111%	2,198,000	100%	0	0%	0	0%	0	0%	2,198,000
2	Sewer Revenue	3120	2,067,000	746,448	2,170,373	2,270,000	105%	0	0%	2,270,000	100%	0	0%	0	0%	2,270,000
3	Solid Waste Revenue	3130	684,300	388,800	694,832	731,000	102%	0	0%	0	0%	731,000	100%	0	0%	731,000
Total Rate Revenues			\$ 4,630,300	\$ 4,957,467	\$ 5,199,000	107%	\$ 2,198,000		\$ 2,270,000		\$ 731,000		\$ -		\$ 5,199,000	
OPERATING EXPENSES																
Water System Expense																
4	PHWA Water Contract	4210	724,000	253,533	650,000	810,000	90%	810,000	100%	0	0%	0	0%	0	0%	810,000
5	Water Sampling	4215	16,400	6,655	14,000	16,000	85%	16,000	100%	0	0%	0	0%	0	0%	16,000
6	SWRCB Annual Admin Fee	4220	12,240	12,850	13,000	14,000	106%	14,000	100%	0	0%	0	0%	0	0%	14,000
7	Annual Water Quality Report	4225	1,650	0	4,000	4,000	242%	4,000	100%	0	0%	0	0%	0	0%	4,000
8	Cross Connect Contract Charge	4230	1,700	840	1,680	1,800	99%	1,800	100%	0	0%	0	0%	0	0%	1,800
9	Water Repair & Maintenance	4235	103,000	86,567	110,000	130,000	107%	130,000	100%	0	0%	0	0%	0	0%	130,000
10	Telemetry	4240	11,000	1,603	6,000	11,000	0%	11,000	100%	0	0%	0	0%	0	0%	11,000
Total Water System Expense			\$ 869,990	\$ 798,680	\$ 986,800	92%	\$ 986,800		\$ -		\$ -		\$ -		\$ 986,800	
Sewer System Expense																
11	Wastewater Transportation	4260	823,000	215,341	823,022	840,000	100%	0	0%	840,000	100%	0	0%	0	0%	840,000
12	Sewer Repair & Maintenance	4265	121,000	59,574	115,000	114,000	95%	0	0%	114,000	100%	0	0%	0	0%	114,000
13	Telemetry	4270	20,000	5,703	16,600	38,000	83%	0	0%	38,000	100%	0	0%	0	0%	38,000
14	Power	4275	18,000	10,429	17,000	20,000	94%	0	0%	20,000	100%	0	0%	0	0%	20,000
Total Sewer System Expense			\$ 982,000	\$ 971,622	\$ 1,012,000	99%	\$ -		\$ 1,012,000		\$ -		\$ -		\$ 1,012,000	
Trash Expense																
15	Contract Trash Services	4285	492,000	258,248	516,000	528,000	105%	0	0%	0	0%	528,000	100%	0	0%	528,000
Total Trash Expense			\$ 492,000	\$ 516,000	\$ 528,000	105%	\$ -		\$ -		\$ 528,000		\$ -		\$ 528,000	
Maintenance Expenses																
16	Gasoline	4310	20,000	5,422	10,000	15,000	50%	6,450	43%	6,150	41%	2,100	14%	300	2%	15,000
17	Vehicle Maintenance	4320	6,120	5,735	9,000	10,000	147%	4,300	43%	4,100	41%	1,400	14%	200	2%	10,000
18	Building Security	4330	900	972	2,000	3,000	222%	990	33%	1,020	34%	990	33%	0	0%	3,000
19	Building Maintenance	4340	18,500	2,797	7,000	12,000	38%	3,960	33%	4,080	34%	3,960	33%	0	0%	12,000
20	Signs & Banners	4350	1,500	969	1,500	1,500	100%	495	33%	510	34%	495	33%	0	0%	1,500
21	Public Landscaping	4360	1,900	2,526	2,593	4,500	136%	0	0%	0	0%	0	0%	4,500	100%	4,500
22	Employee Workplace Safety	4370	4,000	800	2,500	5,000	63%	2,150	43%	2,050	41%	700	14%	100	2%	5,000
23	Emergency Preparedness	4380	1,500	750	1,200	1,500	80%	0	0%	0	0%	0	0%	1,500	100%	1,500
Total Maintenance Expenses			\$ 54,420	\$ 35,793	\$ 52,500	66%	\$ 18,345		\$ 17,910		\$ 9,645		\$ 6,600		\$ 52,500	

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FY 2019 - 2020 OPERATING BUDGET

Sheet No.	Account	Adopted	Actual Through	Projected	Proposed	Percent Expended	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise		Community Service		Total			
		FY 2018 - 2019	1/31/2019	June 2019	FY 2019 - 2020		\$	%	\$	%	\$	%	\$	%				
Salaries & Benefits																		
24	Regular Salaries	4400	646,000	431,634	654,000	673,000	101%	262,470	39%	269,200	40%	127,870	19%	13,460	2%	673,000		
25	Payroll Taxes	4500	19,000	8,856	16,000	19,000	84%	7,410	39%	7,600	40%	3,610	19%	380	2%	19,000		
26	Group Insurance	4525	119,000	76,947	103,000	119,000	87%	46,410	39%	47,600	40%	22,610	19%	2,380	2%	119,000		
27	Retirement Benefits	4550	64,600	27,120	58,300	68,900	90%	26,871	39%	27,560	40%	13,091	19%	1,378	2%	68,900		
28	Uniforms	4575	3,820	2,626	3,939	3,900	103%	1,677	43%	1,599	41%	546	14%	78	2%	3,900		
29	Workers' Comp Insurance	4600	14,000	8,808	17,600	16,000	126%	6,240	39%	6,400	40%	3,040	19%	320	2%	16,000		
30	Employee Education	4650	17,500	10,111	17,500	18,000	100%	7,020	39%	7,200	40%	3,420	19%	360	2%	18,000		
Total Salaries & Benefits		\$	883,920	\$	870,339	\$	917,800	98%	\$	358,098	\$	367,159	\$	174,187	\$	18,356	\$	917,800
Administrative Expenses																		
31	Regular Board Payments	5010	7,650	4,300	8,600	9,000	112%	3,510	39%	3,600	40%	1,710	19%	180	2%	9,000		
32	Special Board Meetings	5020	2,350	800	1,300	2,350	55%	917	39%	940	40%	447	19%	47	2%	2,350		
33	Board/ Committee Expenses	5030	1,500	321	1,500	1,000	100%	390	39%	400	40%	190	19%	20	2%	1,000		
34	Board Conferences & Seminars	5040	6,000	253	1,000	5,000	17%	1,950	39%	2,000	40%	950	19%	100	2%	5,000		
35	Travel & Lodging	5050	8,500	5,705	8,500	8,500	100%	3,315	39%	3,400	40%	1,615	19%	170	2%	8,500		
36	District Dues & Memberships	5100	20,000	18,037	21,000	22,000	105%	9,402	43%	8,571	39%	3,806	17%	221	1%	22,000		
37	Office Supplies	5210	7,150	5,373	7,150	7,500	100%	2,475	33%	2,550	34%	2,475	33%	0	0%	7,500		
38	On-Line Bill Paying	5215	6,750	3,528	6,000	7,000	89%	2,870	41%	3,080	44%	1,050	15%	0	0%	7,000		
39	Communications	5220	15,000	9,752	15,500	16,000	103%	5,280	33%	5,440	34%	5,280	33%	0	0%	16,000		
40	Printing & Publications	5230	6,000	3,002	6,000	6,000	100%	1,980	33%	2,040	34%	1,980	33%	0	0%	6,000		
41	Postage & Shipping	5240	15,000	16,000	15,000	15,000	100%	4,950	33%	5,100	34%	4,950	33%	0	0%	15,000		
42	Miscellaneous Office Expense	5250	12,000	9,433	14,000	13,200	117%	5,364	41%	5,711	43%	2,077	16%	48	0%	13,200		
43	Office Utilities	5260	3,500	1,480	2,900	3,800	83%	1,254	33%	1,292	34%	1,254	33%	0	0%	3,800		
44	Office Equipment Maintenance	5290	9,600	5,730	9,000	8,000	94%	2,640	33%	2,720	34%	2,640	33%	0	0%	8,000		
45	Asset Replacement	5295	35,000	2,137	35,000	53,000	100%	19,110	36%	19,849	37%	14,040	26%	0	0%	53,000		
46	Insurance	5400	31,100	25,653	39,000	39,000	125%	15,990	41%	17,160	44%	5,850	15%	0	0%	39,000		
47	Legal Services	5510	55,000	51,625	65,000	60,000	118%	36,400	61%	17,600	29%	6,000	10%	0	0%	60,000		
48	Accounting Services	5520	50,000	31,000	35,000	48,000	70%	19,680	41%	21,120	44%	7,200	15%	0	0%	48,000		
49	Computer Services & Subscriptions	5530	15,000	10,401	17,000	19,000	113%	7,790	41%	8,360	44%	2,850	15%	0	0%	19,000		
50	Engineering Services	5540	60,000	32,690	55,000	60,000	92%	24,600	41%	26,400	44%	9,000	15%	0	0%	60,000		
51	Bank & Trustee Fees	5560	5,000	2,500	4,000	4,000	80%	1,640	41%	1,760	44%	600	15%	0	0%	4,000		
52	Other Professional Services	5565	10,000	3,718	8,000	10,000	80%	4,100	41%	4,400	44%	1,500	15%	0	0%	10,000		
53	Legal Notices Publication	5600	5,000	90	1,000	3,000	20%	990	33%	1,020	34%	990	33%	0	0%	3,000		
54	Public Information & Outreach	5650	16,000	740	5,000	14,000	31%	4,620	33%	4,760	34%	4,620	33%	0	0%	14,000		
Total Administrative Expenses		\$	403,100	\$	381,450	\$	434,350	95%	\$	181,217	\$	169,273	\$	83,073	\$	787	\$	434,350
TOTAL OPERATING EXPENSES		\$	3,685,430	\$	3,573,884	\$	3,931,450		\$	1,544,460	\$	1,566,342	\$	794,905	\$	25,743	\$	3,931,450
NET OPERATING INCOME		\$	944,870	\$	1,383,583	\$	1,267,550		\$	653,540	\$	703,658	\$	(63,905)	\$	(25,743)	\$	1,267,550

DRAFT

FY 2019 - 2020 OPERATING BUDGET

Sheet No.	Account	Adopted	Actual Through	Projected	Proposed	Percent Expended	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise		Community Service		Total
		FY 2018 - 2019	1/31/2019	June 2019	FY 2019 - 2020		\$	%	\$	%	\$	%	\$	%	
OTHER REVENUES															
55	Interest Earnings	6100	8,000	27,656	35,000	438%	13,300	35%	20,900	55%	3,800	10%	0	0%	38,000
56	Penalty Revenue	6200	36,000	18,138	15,000	42%	0	0%	0	0%	0	0%	20,000	100%	20,000
57	Secured & Unsecured Taxes	6320	60,000	43,596	65,000	108%	0	0%	0	0%	0	0%	66,000	100%	66,000
TOTAL OTHER REVENUES			\$ 104,000	\$ 115,000	\$ 124,000	111%	\$ 13,300		\$ 20,900		\$ 3,800		\$ 86,000		\$ 124,000
DEBT OBLIGATIONS															
58	2012 Water Revenue Bonds	2805	312,834	312,834	312,834	100%	313,000	100%	0	0%	0	0%	0	0%	313,000
59	2016 Sewer Refunding Bonds	2855	186,991	146,290	186,991	100%	0	0%	191,000	100%	0	0%	0	0%	191,000
60	CSDA Loan - Smart Meter Project	2700			85,000		85,000	100%	0	0%	0	0%	0	0%	85,000
TOTAL DEBT OBLIGATION			\$ 499,825	\$ 499,825	\$ 504,000	100%	\$ 398,000		\$ 191,000		\$ -		\$ -		\$ 589,000
OTHER BUDGET ITEMS															
61	Allocation of Community Service	N/A	47,662	0	0	0%	24,250	49%	25,750	52%	0	0%	(50,000)	0%	0
TOTAL OTHER BUDGET ITEMS			\$ 47,662	\$ -	\$ 50,000		\$ 24,250		\$ 25,750		\$ -		\$ (50,000)		\$ -
AVAILABLE FOR CAPITAL & RESERVES			\$ 501,383	\$ -	\$ 998,758		\$ 244,590		\$ 507,808		\$ (60,105)		\$ 110,257		\$ 802,550
RESERVE CONTRIBUTIONS															
Unrestricted															
	Water						0		0		0		0		0
	Sewer						0		0		0		0		0
	Solid Waste						0		0		0		0		0
	Community Reserves						0		0		0		110,257		110,257
Total Unrestricted Contributions							\$ -		\$ -		\$ -		\$ 110,257		\$ 110,257
Board Restricted															
	Water Operations Reserve						0		0		0		0		0
	Water Rate Stabilization						20,000		0		0		0		20,000
	Water Capital Reserve						224,600		0		0		0		224,600
	Sewer Operations Reserve						0		0		0		0		0
	Sewer Rate Stabilization						0		0		0		0		0
	Sewer Capital Reserve						0		507,800		0		0		507,800
	Solid Waste Operations Reserve						0		0		0		0		0
	Solid Waste Rate Stabilization						0		0		(60,105)		0		(60,105)
	Solid Waste Capital Reserve						0		0		0		0		0
Total Board Restricted Contributions							\$ 244,600		\$ 507,800		\$ (60,105)		\$ -		\$ 692,295
Outside Restricted															
	Water						0		0		0		0		0
	Sewer						0		0		0		0		0
	Solid Waste						0		0		0		0		0
Total Outside Restricted Contributions							\$ -		\$ -		\$ -		\$ -		\$ -
AVAILABLE AFTER RESERVE CONTRIBUTIONS							\$0		\$0		\$0		\$0		\$0

WATER ENTERPRISE *Water Revenue*

Account Number: 3110
Budget Line Item: 1

Account Description:

All water sales revenues from flat meter charges and volumetric water sales from all customer classes.

Changes for FY 2019 - 2020:

Revenue adjustment of 3% effective July 15, 2019 per Proposition 218 notice issued in September 2016.

Budget Backup

Water Revenue

Meter Flat Rate	\$ 1,173,281	53.4%
Water Usage Charges	\$ 1,024,502	46.6%
Total	\$ 2,197,783	100%

Rounded To: 3 \$ 2,198,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Water Revenue	\$ 1,879,000	\$ 1,172,047	\$ 2,092,262	\$ 2,198,000

SEWER ENTERPRISE
Sewer Revenue

Account Number: 3120
Budget Line Item: 2

Account Description:
All sewer revenues from fixed charges and volumetric sewage usage charges from approximately 2236 sewer connections.

Changes for FY 2019 - 2020:
Revenue adjustment of 6% effective July 15, 2019 per Proposition 218 notice issued in September 2016. Payment from County Watershed Protection District (WPD) for diverting stormwater into District's sewage collection system to improve coastal water quality is anticipated in FY 2021. No additional revenue in FY 2020.

Budget Backup

Sewer Revenue	
Fixed Charges	\$ 675,670
Sewer Usage Charges	\$ 693,024
Operational Offset from Oxnard	\$ 898,247
San Nicholas Stormwater Diversion - County WPD	\$ -
Total	\$ 2,266,941

Rounded To: \$ 2,270,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Sewer Revenue	\$ 2,067,000	\$ 746,448	\$ 2,170,373	\$ 2,270,000

TRASH ENTERPRISE
Solid Waste Revenue

Account Number: 3130
Budget Line Item: 3

Account Description:
All trash revenues from flat trash service charges, walk-in service, and large bin rental.

Changes for FY 2019 - 2020:
Revenue adjustment of 2.5% effective July 15, 2019 per Proposition 218 notice issued in September 2016. Will require approximately \$25,000 from reserves to balance Enterprise for FY 2019-2020.

Budget Backup

Solid Waste Revenue	
EJ Harrison Contract Costs	\$ 730,052
Total	\$ 730,052

Rounded To: \$ 731,000
3

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Solid Waste Revenue	\$ 684,300	\$ 388,800	\$ 694,832	\$ 731,000

WATER ENTERPRISE
PHWA Water Contract

Account Number: 4210
Budget Line Item: 4

Account Description:
Water supply costs from the Port Hueneme Water Agency.

Changes for FY 2019 - 2020:
Anticipated increase in PHWA water supply costs.

Budget Backup

PHWA Water Contract	Quantity	Rate	Total	Allocation
Monthly Fixed Costs	12	\$ 30,000	\$ 360,000	<i>Water Only</i>
Variable Water Purchase Costs	500	\$ 900	\$ 450,000	<i>Water Only</i>
Total			\$ 810,000	

Rounded To: \$ 810,000
4

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
PHWA Water Contract	\$ 724,000	\$ 253,533	\$ 650,000	\$ 810,000

Enterprise Allocation		Calculated	Rounded
Water	100%	\$ 810,000	\$ 810,000
Sewer	0%	\$ -	\$ -
Trash	0%	\$ -	\$ -
Community	0%	\$ -	\$ -
Total	100%	\$ 810,000	\$ 810,000

WATER ENTERPRISE *Water Sampling*

Account Number: 4215
Budget Line Item: 5

Account Description:

Weekly bacteriological sampling and analyses required by the State Department of Health Services. Results are submitted to SDHS via the District's monthly report every month.

Changes for FY 2019 - 2020:

Anticipated increase in PHWA water supply costs.

Budget Backup

Water Sampling	Quantity	Rate	Total	Allocation
Weekly Sampling Costs	52	\$ 150	\$ 7,800	<i>Water Only</i>
Lead and Copper Testing	1	\$ 1,200	\$ 1,200	<i>Water Only</i>
Disinfection Monitoring	1	\$ 2,500	\$ 2,500	<i>Water Only</i>
Miscellaneous Testing	1	\$ 2,100	\$ 2,100	<i>Water Only</i>
Hardness, Nitrate Monitoring	1	\$ 2,100	\$ 2,100	<i>Water Only</i>
Total			\$ 15,700	

Rounded To: \$ 16,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Water Sampling	\$ 16,400	\$ 6,655	\$ 14,000	\$ 16,000

Enterprise Allocation		Calculated	Rounded
Water	100%	\$ 15,700	\$ 16,000
Sewer	0%	\$ -	\$ -
Trash	0%	\$ -	\$ -
Community	0%	\$ -	\$ -
Total	100%	\$ 15,700	\$ 16,000

WATER ENTERPRISE SWRCB Annual Admin Fee

Account Number: 4220
Budget Line Item: 6

Account Description:
Regulatory fees due to the State Water Resources Control Board, the State Regulatory Agency overseeing community water systems.

Changes for FY 2019 - 2020:

Budget Backup

SWRCB Annual Admin Fee	Total	Allocation
Base Fee	\$ 10,000	<i>Water Only</i>
Inspections & Compliance Tracking	\$ 4,000	<i>Water Only</i>
Total	\$ 14,000	

Rounded To: \$ 14,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
SWRCB Annual Admin Fee	\$ 12,240	\$ 12,850	\$ 13,000	\$ 14,000

Enterprise Allocation		Calculated	Rounded
Water	100%	\$ 14,000	\$ 14,000
Sewer	0%	\$ -	\$ -
Trash	0%	\$ -	\$ -
Community	0%	\$ -	\$ -
Total	100%	\$ 14,000	\$ 14,000

WATER ENTERPRISE Annual Water Quality Report

Account Number: 4225
Budget Line Item: 7

Account Description:
Consumer Confidence Report to District Customers as mandated by the State Department of Health requirements.

Changes for FY 2019 - 2020:
Increase due to higher printing and design costs to use required notice as a community outreach opportunity via postal mail.

Budget Backup

Annual Water Quality Report	Total	Allocation
Design, Print, and Mailing Costs	\$ 4,000	<i>Water Only</i>
Total	\$ 4,000	

Rounded To: \$ 4,000
2

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Annual Water Quality Report	\$ 1,650	\$ -	\$ 4,000	\$ 4,000

Enterprise Allocation		Calculated	Rounded
Water	100%	\$ 4,000	\$ 4,000
Sewer	0%	\$ -	\$ -
Trash	0%	\$ -	\$ -
Community	0%	\$ -	\$ -
Total	100%	\$ 4,000	\$ 4,000

WATER ENTERPRISE Cross Connect Contract Charge

Account Number: 4230
Budget Line Item: 8

Account Description:

Cross Connection Control contract, with the County of Ventura, Environmental Health Department (VCEHD). Required monitoring of backflow devices in the District to insure against cross connections failures between potable and non-potable water systems in the District. Enforcement of CCC compliance remains with the District, however testing and repairs are done by private certified firms.

Changes for FY 2019 - 2020:

Budget Backup

Cross Connect Contract Charge	Quantity	Rate	Total	Allocation
Quarterly Testing	4	\$ 450	\$ 1,800	<i>Water Only</i>
Total			\$ 1,800	

Rounded To: \$ 1,800

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Cross Connect Contract Charge	\$ 1,700	\$ 840	\$ 1,680	\$ 1,800

Enterprise Allocation		Calculated	Rounded
Water	100%	\$ 1,800	\$ 1,800
Sewer	0%	\$ -	\$ -
Trash	0%	\$ -	\$ -
Community	0%	\$ -	\$ -
Total	100%	\$ 1,800	\$ 1,800

WATER ENTERPRISE Water Repair & Maintenance

Account Number: 4235
Budget Line Item: 9

Account Description:
Costs for routine repairs to water distribution system for both services and materials.

Changes for FY 2019 - 2020:
Increases to on-call repairs to address service and main line breaks. Increase to No Dez contract costs. Reduction in water meter replacement costs.

Budget Backup

Water Repair & Maintenance	Total	Allocation
Water Meters	\$ 1,500	Water Only
Water Meter Boxes	\$ 1,000	Water Only
Water Meter Lids	\$ 500	Water Only
Copper Tubing	\$ 3,000	Water Only
Valves	\$ 12,000	Water Only
Couplings & Adapters	\$ 2,900	Water Only
Saddles	\$ 1,800	Water Only
Repair clamps	\$ 2,000	Water Only
Dresser couplings	\$ 1,500	Water Only
Pipe	\$ 3,000	Water Only
Traffic plates	\$ 1,500	Water Only
No Dez	\$ 35,000	Water Only
On-Call Emergency Repair	\$ 55,000	Water Only
Backflow Testing	\$ 1,000	Water Only
Concrete	\$ 4,000	Water Only
Ashphalt	\$ 4,000	Water Only
Total	\$ 129,700	

Rounded To: \$ 130,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Water Repair & Maintenance	\$ 103,000	\$ 86,567	\$ 110,000	\$ 130,000

Enterprise Allocation		Calculated		Rounded	
Water	100%	\$	129,700	\$	130,000
Sewer	0%	\$	-	\$	-
Trash	0%	\$	-	\$	-
Community	0%	\$	-	\$	-
Total	100%	\$	129,700	\$	130,000

WATER ENTERPRISE *Telemetry*

Account Number: 4240
Budget Line Item: 10

Account Description:

Costs for transmitting water consumption data from smart water meters to cloud server through Advanced Metering Infrastructure. Program costs only include half of annual costs. Remaining half is funded by Sewer Enterprise.

Changes for FY 2019 - 2020:

Project substantially complete by January 2019. Cost incurred in FY 2018 - 2019 are approximately half of what District can expect in future years.

Budget Backup

Telemetry	Quantity	Rate	Total	Allocation
Monthly Data Costs	12	\$ 910	\$ 10,920	<i>Water Only</i>
Total			\$ 10,920	

Rounded To: \$ 11,000

2

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Telemetry	\$ 11,000	\$ 1,602	\$ 6,000	\$ 11,000

Enterprise Allocation		Calculated	Rounded
Water	100%	\$ 10,920	\$ 11,000
Sewer	0%	\$ -	\$ -
Trash	0%	\$ -	\$ -
Community	0%	\$ -	\$ -
Total	100%	\$ 10,920	\$ 11,000

SEWER ENTERPRISE *Wastewater Transportation*

Account Number: 4260
Budget Line Item: 11

Account Description:

Payments to the City of Oxnard to transport, treat and dispose of the District's sewage at the Oxnard Regional Wastewater Treatment Plant. The rate shown for each bill component is adjusted on January 1 of each year. The rate shown is an average of the two calendar year rates within the fiscal year.

Changes for FY 2019 - 2020:

Additional costs to treat stormwater from San Nicholas Diversion offset by Sewer Revenues.

Budget Backup

Wastewater Transportation	Quantity	Rate (Average)	Total	Allocation
Flow (mg)	332.76	\$ 1,591	\$ 529,421	<i>Sewer Only</i>
BOD (lbs)	634.8	\$ 180	\$ 114,429	<i>Sewer Only</i>
TSS (lbs)	610.44	\$ 264	\$ 161,260	<i>Sewer Only</i>
Administration			\$ 17,851	<i>Sewer Only</i>
San Nicholas Diversion Treatment			\$ 10,000	<i>Sewer Only</i>
Total			\$ 832,961	

Rounded To: \$ 840,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Wastewater Transportation	\$ 823,000	\$ 215,341	\$ 823,022	\$ 840,000

Enterprise Allocation		Calculated	Rounded
Water	0%	\$ -	\$ -
Sewer	100%	\$ 832,961	\$ 840,000
Trash	0%	\$ -	\$ -
Community	0%	\$ -	\$ -
Total	100%	\$ 832,961	\$ 840,000

SEWER ENTERPRISE

Sewer Repair & Maintenance

Account Number: 4265

Budget Line Item: 12

Account Description:

Costs for routine repairs to sewage collection system for both services and materials.

Changes for FY 2019 - 2020:

Transferred vehicle rehab costs to asset replacement fund. CCTV Project (CI 204) will include cleaning, therefore cleaning expenses have been reduced for FY 2019 - 2020.

Budget Backup

Sewer Repair & Maintenance	Total	Allocation
Safety Equipment & Apparatuses	\$ 17,020	<i>Sewer Only</i>
Nozzles	\$ 2,500	<i>Sewer Only</i>
Plugs	\$ 1,100	<i>Sewer Only</i>
Small generator	\$ 1,200	<i>Sewer Only</i>
Tools for trucks	\$ 4,000	<i>Sewer Only</i>
Stihl cut-off saw	\$ 1,000	<i>Sewer Only</i>
Manhole ring and covers	\$ 4,200	<i>Sewer Only</i>
Tablet	\$ -	<i>Sewer Only</i>
Saw Blades	\$ 500	<i>Sewer Only</i>
NASSCO Training	\$ 3,600	<i>Sewer Only</i>
CWEA Training	\$ 2,500	<i>Sewer Only</i>
3" Trash pump	\$ 2,000	<i>Sewer Only</i>
Manhole opening tools	\$ 600	<i>Sewer Only</i>
Wastewater Electrical and Instrumentation	\$ 5,000	<i>Sewer Only</i>
Emergency Repairs	\$ 20,500	<i>Sewer Only</i>
Gravity Line Cleaning	\$ 20,000	<i>Sewer Only</i>
Wetwell & Hot Spot Cleaning	\$ 28,000	<i>Sewer Only</i>
Total	\$ 113,720	

Rounded To: \$ 114,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Sewer Repair & Maintenance	\$ 121,000	\$ 59,574	\$ 115,000	\$ 114,000

Enterprise Allocation		Calculated	Rounded
Water	0%	\$ -	\$ -
Sewer	100%	\$ 93,720	\$ 114,000
Trash	0%	\$ -	\$ -
Community	0%	\$ -	\$ -
Total	100%	\$ 93,720	\$ 114,000

SEWER ENTERPRISE Telemetry

Account Number: 4270
Budget Line Item: 13

Account Description:

Costs for communication systems within sewer lift stations, smart meter data transmission, and smart cover satellite communication.

Changes for FY 2019 - 2020:

Elimination of broadband and cellular service contracts with AT&T and Frontier DSL. Elimination of Dial Alarm Service. Addition of XiO service costs, Smart Cover service costs, and Smart Meter Telemetry Costs.

Budget Backup

Telemetry	Quantity	Rate	Total	Allocation
XiO SCADA Service	12	\$ 900	\$ 10,800	<i>Sewer Only</i>
Smart Cover Service	12	\$ 992	\$ 11,904	<i>Sewer Only</i>
Smart Meter Telemetry	12	\$ 910	\$ 10,920	<i>Sewer Only</i>
Overages			\$ 4,000	<i>Sewer Only</i>
Total			\$ 37,624	

Rounded To: \$ 38,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Telemetry	\$ 20,000	\$ 5,703	\$ 16,600	\$ 38,000

Enterprise Allocation		Calculated	Rounded
Water	0%	\$ -	\$ -
Sewer	100%	\$ 37,624	\$ 38,000
Trash	0%	\$ -	\$ -
Community	0%	\$ -	\$ -
Total	100%	\$ 37,624	\$ 38,000

SEWER ENTERPRISE *Power*

Account Number: 4275
Budget Line Item: 14

Account Description:
Payments for electricity serving wastewater lift stations.

Changes for FY 2019 - 2020:
Anticipated 8% increase for electricity costs based on Regional Energy Alliance default plan of 100% Renewable Energy.

Budget Backup

Power	Quantity	Rate	Total	Allocation
Monthly Electrical Costs	12	\$ 1,600	\$ 19,200	<i>Sewer Only</i>
Total			\$ 19,200	

Rounded To: \$ 20,000

3

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Power	\$ 18,000	\$ 10,429	\$ 17,000	\$ 20,000

Enterprise Allocation		Calculated	Rounded
Water	0%	\$ -	\$ -
Sewer	100%	\$ 19,200	\$ 20,000
Trash	0%	\$ -	\$ -
Community	0%	\$ -	\$ -
Total	100%	\$ 19,200	\$ 20,000

TRASH ENTERPRISE Contract Trash Services

Account Number: 4285
Budget Line Item: 15

Account Description:

Contract trash collection and recycling service payments to EJ Harrion & Sons pursuant to Trash and Disposal Agreement dated Jan. 9, 2018. Also provides for one community clean up event per year and HHW pickup.

Changes for FY 2019 - 2020:

Contractual increase of 3% planned for FY 2019-2020. Enterprise is currently underfunded. Reserve funds will be used to cover approximately \$28,000 operating deficit for FY 2019-2020. Rate parity will be addressed in future Prop 218 notice.

Budget Backup

Contract Trash Services	Quantity	Rate	Total	Allocation
Monthly Contract Costs	12	\$ 43,990	\$ 527,880	<i>Solid Waste Only</i>
Total			\$ 527,880	

Rounded To: \$ 528,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Contract Trash Services	\$ 492,000	\$ 258,248	\$ 516,000	\$ 528,000

Enterprise Allocation		Calculated	Rounded
Water	0%	\$ -	\$ -
Sewer	0%	\$ -	\$ -
Trash	100%	\$ 527,880	\$ 528,000
Community	0%	\$ -	\$ -
Total	100%	\$ 527,880	\$ 528,000

GENERAL Gasoline

Account Number: 4310
Budget Line Item: 16

Account Description:

Gasoline purchases required to support the daily operation of the District's fleet of four vehicles and backhoe in support of the water, sewer, trash utilities and non-core utility community service programs.

Changes for FY 2019 - 2020:

No changes from previous fiscal year. Increased diesel costs for vector truck, backhoe, and miscellaneous equipment.

Budget Backup

Gasoline	Total	Allocation
Fuel Costs	\$ 15,000	<i>Ops Time</i>
Total	\$ 15,000	

Rounded To: \$ 15,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Gasoline	\$ 20,000	\$ 5,422	\$ 10,000	\$ 15,000

Enterprise Allocation		Calculated	Rounded
Water	43%	\$ 6,450	\$ 6,450
Sewer	41%	\$ 6,150	\$ 6,150
Trash	14%	\$ 2,100	\$ 2,100
Community	2%	\$ 300	\$ 300
Total	100%	\$ 15,000	\$ 15,000

GENERAL Vehicle Maintenance

Account Number: 4320
Budget Line Item: 17

Account Description:

Vehicle maintenance expenses required to support the daily operation of the District's fleet of three vehicles in support of the water, sewer, trash utilities and non-core utility community service programs.

Changes for FY 2019 - 2020:

Additional funds are to extend life of vehicles beyond historical replacement schedule, while staff determines best available option for future fleet needs.

Budget Backup

Vehicle Maintenance	Total	Allocation
Vehicle Repair Costs	\$ 10,000	<i>Ops Time</i>
Total	\$ 10,000	

Rounded To: \$ 10,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Vehicle Maintenance	\$ 6,120	\$ 5,735	\$ 9,000	\$ 10,000

Enterprise Allocation		Calculated	Rounded
Water	43%	\$ 4,300	\$ 4,300
Sewer	41%	\$ 4,100	\$ 4,100
Trash	14%	\$ 1,400	\$ 1,400
Community	2%	\$ 200	\$ 200
Total	100%	\$ 10,000	\$ 10,000

GENERAL Building Security

Account Number: 4330
Budget Line Item: 18

Account Description:
 Subscription, service, and maintenance costs related to building alarms and camera systems.

Changes for FY 2019 - 2020:

Budget Backup

Building Security	Quantity	Rate	Total	Allocation
Bay Alarm Monthly Services	12	\$ 250	\$ 3,000	<i>Equal Distribution</i>
Total			\$ 3,000	

Rounded To: \$ 3,000

2

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Building Security	\$ 900	\$ 972	\$ 2,000	\$ 3,000

Enterprise Allocation		Calculated	Rounded
Water	33%	\$ 990	\$ 990
Sewer	34%	\$ 1,020	\$ 1,020
Trash	33%	\$ 990	\$ 990
Community	0%	\$ -	\$ -
Total	100%	\$ 3,000	\$ 3,000

GENERAL Building Maintenance

Account Number: 4340
Budget Line Item: 19

Account Description:

Maintenance and supply expenses incurred by planned and unplanned repairs and improvements to the District's buildings, small equipment, storage containers and areas.

Changes for FY 2019 - 2020:

Reduction in cabling and plumbing needs.

Budget Backup

Building Maintenance	Total	Allocation
Fire Extinguisher Recharge	\$ 650	<i>Equal Distribution</i>
Electrical & Plumbing Repair	\$ 2,500	<i>Equal Distribution</i>
Carpet Cleaning	\$ 1,200	<i>Equal Distribution</i>
Fumigation	\$ 2,500	<i>Equal Distribution</i>
Front Office Flooring	\$ 2,500	<i>Equal Distribution</i>
Janitorial Service	\$ 2,500	<i>Equal Distribution</i>
Total	\$ 11,850	

Rounded To: \$ 12,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Building Maintenance	\$ 18,500	\$ 2,797	\$ 7,000	\$ 12,000

Enterprise Allocation		Calculated	Rounded
Water	33%	\$ 3,911	\$ 3,960
Sewer	34%	\$ 4,029	\$ 4,080
Trash	33%	\$ 3,911	\$ 3,960
Community	0%	\$ -	\$ -
Total	100%	\$ 11,850	\$ 12,000

GENERAL Signs & Banners

Account Number: 4350
Budget Line Item: 20

Account Description:

Annual maintenance and/or replacement of signs and banners used by the District to inform the beach community about building uses, utility services, special programs, and non-core community services, Community Clean Up Day.

Changes for FY 2019 - 2020:

Budget Backup

Signs & Banners	Total	Allocation
Signs & Banner Expense	\$ 1,500	<i>Equal Distribution</i>
Total	\$ 1,500	

Rounded To: \$ 1,500

2

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Signs & Banners	\$ 1,500	\$ 969	\$ 1,500	\$ 1,500

Enterprise Allocation		Calculated	Rounded
Water	33%	\$ 495	\$ 495
Sewer	34%	\$ 510	\$ 510
Trash	33%	\$ 495	\$ 495
Community	0%	\$ -	\$ -
Total	100%	\$ 1,500	\$ 1,500

COMMUNITY SERVICE
Public Landscaping

Account Number: 4360
Budget Line Item: 21

Account Description:

Annual maintenance and/or repair of existing public landscape projects at the Wanda M. Pirkle Community Park and District Office.

Changes for FY 2019 - 2020:

Palm tree removal completed and eliminated for FY 2019-2020

Budget Backup

Public Landscaping	Total	Allocation
Pirkle Park Maintenance	\$ 1,500	<i>Comm Svc Only</i>
Auxiliary Yard Maintenance	\$ 1,200	<i>Comm Svc Only</i>
District Yard Maintenance	\$ 1,800	<i>Comm Svc Only</i>
Total	\$ 4,500	

Rounded To: \$ 4,500

2

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Public Landscaping	\$ 1,900	\$ 2,526	\$ 2,593	\$ 4,500

Enterprise Allocation		Calculated	Rounded
Water	0%	\$ -	\$ -
Sewer	0%	\$ -	\$ -
Trash	0%	\$ -	\$ -
Community	100%	\$ 3,300	\$ 4,500
Total	100%	\$ 3,300	\$ 4,500

GENERAL Employee Workplace Safety

Account Number: 4370
Budget Line Item: 22

Account Description:

Safety supplies and equipment for District personnel (not associated with a specific Enterprise fund), including, but not limited to, steel toe boots for operations department, sun screen & gas protectors.

Changes for FY 2019 - 2020:

Budget Backup

Employee Workplace Safety	Total	Allocation
Safety Equipment	\$ 5,000	<i>Ops Time</i>
Total	\$ 5,000	

Rounded To: \$ 5,000

2

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Employee Workplace Safety	\$ 4,000	\$ 800	\$ 2,500	\$ 5,000

Enterprise Allocation		Calculated	Rounded
Water	43%	\$ 2,150	\$ 2,150
Sewer	41%	\$ 2,050	\$ 2,050
Trash	14%	\$ 700	\$ 700
Community	2%	\$ 100	\$ 100
Total	100%	\$ 5,000	\$ 5,000

COMMUNITY SERVICE
Emergency Preparedness

Account Number: 4380
Budget Line Item: 23

Account Description:

Expenditures required to support the planning, development, training and equipment of the Channel Islands Beach Community Services District Emergency Response Team (CIBERT) and coordinate the team's activities with the Ventura County Sheriff's Dept. Office.

Changes for FY 2019 - 2020:

Budget Backup

Emergency Preparedness	Total	Allocation
CERT Supplies	\$ 1,500	<i>Comm Svc Only</i>
Total	\$ 1,500	

Rounded To: \$ 1,500

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Emergency Preparedness	\$ 1,500	\$ 750	\$ 1,200	\$ 1,500

Enterprise Allocation		Calculated	Rounded
Water	0%	\$ -	\$ -
Sewer	0%	\$ -	\$ -
Trash	0%	\$ -	\$ -
Community	100%	\$ 1,500	\$ 1,500
Total	100%	\$ 1,500	\$ 1,500

GENERAL Regular Salaries

Account Number: 4400
Budget Line Item: 24

Account Description:

Regular wage and salary compensation payments for the District's 8 employees: General Manager, Operations Manager, Office Manager, 2 Customer Service Reps and 3 Water/Wastewater workers.

Changes for FY 2019 - 2020:

District enrolled in CalPERS in May 2018, with a one-time salary adjustment of 6.25%. Budget amount for FY 2019-2020 includes estimated COLA of 3%.

Budget Backup

Regular Salaries	Total	Allocation
Staff Salaries	\$ 673,000	<i>Staff Time</i>
Total	\$ 673,000	

Rounded To: \$ 673,000

	Adopted FY 2018 - 2019	Actual Through 2/22/2019	Projected June 2019	Proposed FY 2019 - 2020
Regular Salaries	\$ 646,000	\$ 431,634	\$ 654,000	\$ 673,000

Enterprise Allocation		Calculated	Rounded
Water	39%	\$ 262,470	\$ 262,470
Sewer	40%	\$ 269,200	\$ 269,200
Trash	19%	\$ 127,870	\$ 127,870
Community	2%	\$ 13,460	\$ 13,460
Total	100%	\$ 673,000	\$ 673,000

GENERAL Payroll Taxes

Account Number: 4500
Budget Line Item: 25

Account Description:
 Employer taxes on personnel and Board wages.

Changes for FY 2019 - 2020:

Budget Backup

Payroll Taxes	Total	Allocation
Payroll Taxes	\$ 18,788	<i>Staff Time</i>
Total	\$ 18,788	

Rounded To: \$ 19,000

3

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Payroll Taxes	\$ 19,000	\$ 8,856	\$ 16,000	\$ 19,000

Enterprise Allocation		Calculated	Rounded
Water	39%	\$ 7,327	\$ 7,410
Sewer	40%	\$ 7,515	\$ 7,600
Trash	19%	\$ 3,570	\$ 3,610
Community	2%	\$ 376	\$ 380
Total	100%	\$ 18,788	\$ 19,000

GENERAL
Group Insurance

Account Number: 4525
Budget Line Item: 26

Account Description:
Medical Insurance provided by CalPERS. Dental, Vision and Life Insurance provided by ACWA/JPIA.

Changes for FY 2019 - 2020:

Budget Backup

Group Insurance	Total	Allocation
Insurance Premiums	\$ 119,000	Staff Time
Total	\$ 119,000	

Rounded To: \$ 119,000

3

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Group Insurance	\$ 119,000	\$ 76,947	\$ 103,000	\$ 119,000

Enterprise Allocation		Calculated	Rounded
Water	39%	\$ 46,410	\$ 46,410
Sewer	40%	\$ 47,600	\$ 47,600
Trash	19%	\$ 22,610	\$ 22,610
Community	2%	\$ 2,380	\$ 2,380
Total	100%	\$ 119,000	\$ 119,000

GENERAL
Retirement Benefits

Account Number: 4550
Budget Line Item: 27

Account Description:

Upon enrollment in CalPERS (May 5, 2018), 6.533% of employee wages go towards Employer share of CalPERS formula. The remaining 3.467% (of the total 10% contribution) are contributed toward employee 457 plans.

Changes for FY 2019 - 2020:

Budget Backup

Retirement Benefits	Total	Allocation
457 Deferred Compensation Employer Share	\$ 23,853	Staff Time
CalPERS Employer Contribution	\$ 44,999	Staff Time
Total	\$ 68,852	

Rounded To: \$ 68,900

2

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Retirement Benefits	\$ 64,600	\$ 27,120	\$ 58,300	\$ 68,900

Enterprise Allocation		Calculated	Rounded
Water	39%	\$ 26,852	\$ 26,871
Sewer	40%	\$ 27,541	\$ 27,560
Trash	19%	\$ 13,082	\$ 13,091
Community	2%	\$ 1,377	\$ 1,378
Total	100%	\$ 68,852	\$ 68,900

GENERAL Uniforms

Account Number: 4575
Budget Line Item: 28

Account Description:
 Weekly uniform cleaning and laundry expenses for District staff uniforms and towel service.

Changes for FY 2019 - 2020:

Budget Backup

Uniforms	Total	Allocation
Cleaning Costs	\$ 2,220	<i>Ops Time</i>
Uniform Replacement	\$ 1,600	<i>Ops Time</i>
Total	\$ 3,820	

Rounded To: \$ 3,900

2

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Uniforms	\$ 3,820	\$ 2,626	\$ 3,939	\$ 3,900

Enterprise Allocation		Calculated	Rounded
Water	43%	\$ 1,643	\$ 1,677
Sewer	41%	\$ 1,566	\$ 1,599
Trash	14%	\$ 535	\$ 546
Community	2%	\$ 76	\$ 78
Total	100%	\$ 3,820	\$ 3,900

GENERAL Workers' Comp Insurance

Account Number: 4600
Budget Line Item: 29

Account Description:
 Monthly payments to State Fund Compensation Insurance based on total wages for employees and Board Members.

Changes for FY 2019 - 2020:
 District was notified of reductions to quarterly premium due to good record of no lost time accidents.

Budget Backup

Workers' Comp Insurance	Total	Allocation
Insurance Premium	\$ 16,000	Staff Time
Total	\$ 16,000	

Rounded To: \$ 16,000

2

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Workers' Comp Insurance	\$ 14,000	\$ 8,808	\$ 17,600	\$ 16,000

Enterprise Allocation		Calculated	Rounded
Water	39%	\$ 6,240	\$ 6,240
Sewer	40%	\$ 6,400	\$ 6,400
Trash	19%	\$ 3,040	\$ 3,040
Community	2%	\$ 320	\$ 320
Total	100%	\$ 16,000	\$ 16,000

GENERAL Employee Education

Account Number: 4650
Budget Line Item: 30

Account Description:
 Expenses related to tuition reimbursement programs, general trainings, and conference registration.

Changes for FY 2019 - 2020:
 Adjustment to MOU for tuition reimbursement for Represented Staff up to \$2,000 per year

Budget Backup

Employee Education	Total	Allocation
Represented Employee Tuition Reimbursement	\$ 2,000	Staff Time
Management Tuition Reimbursement (Expires FY 2021)	\$ 8,000	Staff Time
Trainings & Continuing Education	\$ 4,000	Staff Time
Conference Registration	\$ 4,000	Staff Time
Total	\$ 18,000	

Rounded To: \$ 18,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Employee Education	\$ 17,500	\$ 10,111	\$ 17,500	\$ 18,000

Enterprise Allocation		Calculated	Rounded
Water	39%	\$ 7,020	\$ 7,020
Sewer	40%	\$ 7,200	\$ 7,200
Trash	19%	\$ 3,420	\$ 3,420
Community	2%	\$ 360	\$ 360
Total	100%	\$ 18,000	\$ 18,000

GENERAL
Regular Board Payments

Account Number: 5010
Budget Line Item: 31

Account Description:
Boardmember compensation for Regular Board Meetings

Changes for FY 2019 - 2020:

Budget Backup

Regular Board Payments	Total	Allocation
Board Compensation	\$ 9,000	<i>Staff Time</i>
Total	\$ 9,000	

Rounded To: \$ 9,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Regular Board Payments	\$ 7,650	\$ 4,300	\$ 8,600	\$ 9,000

Enterprise Allocation		Calculated	Rounded
Water	39%	\$ 3,510	\$ 3,510
Sewer	40%	\$ 3,600	\$ 3,600
Trash	19%	\$ 1,710	\$ 1,710
Community	2%	\$ 180	\$ 180
Total	100%	\$ 9,000	\$ 9,000

GENERAL
Special Board Meetings

Account Number: 5020
Budget Line Item: 32

Account Description:
Boardmember compensation for Special Board Meetings and Committee Meetings

Changes for FY 2019 - 2020:

Budget Backup

Special Board Meetings	Total	Allocation
Board Compensation	\$ 2,350	Staff Time
Total	\$ 2,350	

Rounded To: \$ 2,350

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Special Board Meetings	\$ 2,350	\$ 800	\$ 1,300	\$ 2,350

Enterprise Allocation		Calculated	Rounded
Water	39%	\$ 917	\$ 917
Sewer	40%	\$ 940	\$ 940
Trash	19%	\$ 447	\$ 447
Community	2%	\$ 47	\$ 47
Total	100%	\$ 2,350	\$ 2,350

GENERAL
Board/ Committee Expenses

Account Number: 5030
Budget Line Item: 33

Account Description:

Board/Committee Meeting Expenses including Hollywood Beach School rental, miscellaneous supplies, Annual Volunteer Luncheon. Includes donation for Veteran's Day Event at Hollywood Beach School.

Changes for FY 2019 - 2020:

Budget Backup

Board/ Committee Expenses	Total	Allocation
Meeting Expenses	\$ 1,000	<i>Staff Time</i>
Total	\$ 1,000	

Rounded To: \$ 1,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Board/ Committee Expenses	\$ 1,500	\$ 321	\$ 1,500	\$ 1,000

Enterprise Allocation		Calculated	Rounded
Water	39%	\$ 390	\$ 390
Sewer	40%	\$ 400	\$ 400
Trash	19%	\$ 190	\$ 190
Community	2%	\$ 20	\$ 20
Total	100%	\$ 1,000	\$ 1,000

GENERAL
Board Conferences & Seminars

Account Number: 5040
Budget Line Item: 34

Account Description:
Registration for attendance at conferences including ACWA, CSDA, and various Mangement seminars.

Changes for FY 2019 - 2020:

Budget Backup

Board Conferences & Seminars	Total	Allocation
Registration Costs	\$ 5,000	<i>Staff Time</i>
Total	\$ 5,000	

Rounded To: \$ 5,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Board Conferences & Seminars	\$ 6,000	\$ 253	\$ 1,000	\$ 5,000

Enterprise Allocation		Calculated	Rounded
Water	39%	\$ 1,950	\$ 1,950
Sewer	40%	\$ 2,000	\$ 2,000
Trash	19%	\$ 950	\$ 950
Community	2%	\$ 100	\$ 100
Total	100%	\$ 5,000	\$ 5,000

GENERAL Travel & Lodging

Account Number: 5050
Budget Line Item: 35

Account Description:

Employee and Boardmember travel for education and seminars, including reimbursement for mileage and meals.

Changes for FY 2019 - 2020:

Budget Backup

Travel & Lodging	Total	Allocation
Travel Expenses	\$ 8,500	<i>Staff Time</i>
Total	\$ 8,500	

Rounded To: \$ 8,500

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Travel & Lodging	\$ 8,500	\$ 5,705	\$ 8,500	\$ 8,500

Enterprise Allocation		Calculated	Rounded
Water	39%	\$ 3,315	\$ 3,315
Sewer	40%	\$ 3,400	\$ 3,400
Trash	19%	\$ 1,615	\$ 1,615
Community	2%	\$ 170	\$ 170
Total	100%	\$ 8,500	\$ 8,500

GENERAL
District Dues & Memberships

Account Number: 5100
Budget Line Item: 36

Account Description:
Annual payments for the District's membership in organizations.

Changes for FY 2019 - 2020:

Budget Backup

District Dues & Memberships	Total	Allocation
Association of California Water Agencies (ACWA)	\$ 11,000	Ops Time
Channel Counties Water Utilities Assoc (CCWUA)	\$ 100	Water Only
American Water Works Association (AWWA)	\$ 475	Water Only
Ventura County Special Districts Association (VCSDA)	\$ 150	Water Only
LAFCO (District mandated share of LAFCO expense)	\$ 3,000	Equal Distribution
California Water Efficiency Partnership	\$ 1,350	Water Only
Association of Water Agencies (AWA)	\$ 300	Water Only
California Special District Association (CSDA)	\$ 3,800	Equal Distribution
California Association of Sanitation Agencies (CASA)	\$ 1,700	Sewer Only
Total	\$ 21,875	

Rounded To: \$ 22,000

3

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
District Dues & Memberships	\$ 20,000	\$ 18,037	\$ 21,000	\$ 22,000

Enterprise Allocation		Calculated	Rounded
Water	43%	\$ 9,349	\$ 9,402
Sewer	39%	\$ 8,522	\$ 8,571
Trash	17%	\$ 3,784	\$ 3,806
Community	1%	\$ 220	\$ 221
Total	100%	\$ 21,875	\$ 22,000

GENERAL Office Supplies

Account Number: 5210
Budget Line Item: 37

Account Description:

Office supplies for office and operations including, but not limited to: Printer & fax cartridges, copy paper, checks, printers, monitors, office furniture, etc.

Changes for FY 2019 - 2020:

Budget Backup

Office Supplies	Total	Allocation
Supplies	\$ 7,500	<i>Equal Distribution</i>
Total	\$ 7,500	

Rounded To: \$ 7,500

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Office Supplies	\$ 7,150	\$ 5,373	\$ 7,150	\$ 7,500

Enterprise Allocation		Calculated	Rounded
Water	33%	\$ 2,475	\$ 2,475
Sewer	34%	\$ 2,550	\$ 2,550
Trash	33%	\$ 2,475	\$ 2,475
Community	0%	\$ -	\$ -
Total	100%	\$ 7,500	\$ 7,500

GENERAL
On-Line Bill Paying

Account Number: 5215
Budget Line Item: 38

Account Description:

Electronic Billing Software & Support. District is charged on a per-transaction basis from vendor. Costs increase based on vendor rate and adoption by District customers.

Changes for FY 2019 - 2020:

As part of new billing system, District has changed payment processors.

Budget Backup

On-Line Bill Paying	Total	Allocation
CUSI / Vanco / IVR	\$ 6,750	<i>Revenue Basis</i>
Total	\$ 6,750	

Rounded To: \$ 7,000

3

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
On-Line Bill Paying	\$ 6,750	\$ 3,528	\$ 6,000	\$ 7,000

Enterprise Allocation		Calculated	Rounded
Water	41%	\$ 2,768	\$ 2,870
Sewer	44%	\$ 2,970	\$ 3,080
Trash	15%	\$ 1,013	\$ 1,050
Community	0%	\$ -	\$ -
Total	100%	\$ 6,750	\$ 7,000

GENERAL Communications

Account Number: 5220
Budget Line Item: 39

Account Description:
 Communications services, District website, and advertising.

Changes for FY 2019 - 2020:
 Added Hughesnet Sattelite subscription as backup to primary cable internet connection.

Budget Backup

Communications	Total	Allocation
Frontier	\$ 720	<i>Equal Distribution</i>
Spectrum TV	\$ 600	<i>Equal Distribution</i>
Hughesnet Sattelite	\$ 600	<i>Equal Distribution</i>
Spectrum Internet	\$ 2,500	<i>Equal Distribution</i>
AT&T	\$ 7,680	<i>Equal Distribution</i>
Streamline	\$ 2,400	<i>Equal Distribution</i>
Miscellaneous	\$ 1,000	<i>Equal Distribution</i>
Total	\$ 15,500	

Rounded To: \$ 16,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Communications	\$ 15,000	\$ 9,752	\$ 15,500	\$ 16,000

Enterprise Allocation		Calculated	Rounded
Water	33%	\$ 5,115	\$ 5,280
Sewer	34%	\$ 5,270	\$ 5,440
Trash	33%	\$ 5,115	\$ 5,280
Community	0%	\$ -	\$ -
Total	100%	\$ 15,500	\$ 16,000

GENERAL
Printing & Publications

Account Number: 5230
Budget Line Item: 40

Account Description:
Printing and binding expenses for envelopes, letterhead, business cards, billing statements and related envelopes.

Changes for FY 2019 - 2020:

Budget Backup

Printing & Publications	Total	Allocation
Printing Expenses	\$ 6,000	<i>Equal Distribution</i>
Total	\$ 6,000	

Rounded To: \$ 6,000

3

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Printing & Publications	\$ 6,000	\$ 3,002	\$ 6,000	\$ 6,000

Enterprise Allocation		Calculated	Rounded
Water	33%	\$ 1,980	\$ 1,980
Sewer	34%	\$ 2,040	\$ 2,040
Trash	33%	\$ 1,980	\$ 1,980
Community	0%	\$ -	\$ -
Total	100%	\$ 6,000	\$ 6,000

GENERAL
Postage & Shipping

Account Number: 5240
Budget Line Item: 41

Account Description:
Mailing costs for billing statements sent via metered postage and miscellaneous shipping via FedEx and UPS.

Changes for FY 2019 - 2020:

Budget Backup

Postage & Shipping	Total	Allocation
Postage Expenses	\$ 15,000	<i>Equal Distribution</i>
Total	\$ 15,000	

Rounded To: \$ 15,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Postage & Shipping	\$ 15,000	\$ 16,000	\$ 15,000	\$ 15,000

Enterprise Allocation		Calculated	Rounded
Water	33%	\$ 4,950	\$ 4,950
Sewer	34%	\$ 5,100	\$ 5,100
Trash	33%	\$ 4,950	\$ 4,950
Community	0%	\$ -	\$ -
Total	100%	\$ 15,000	\$ 15,000

GENERAL
Miscellaneous Office Expense

Account Number: 5250
Budget Line Item: 42

Account Description:

Postage machine, payroll, and check courier costs. Also includes miscellaneous office supplies, kitchen & restroom supplies, newspaper subscriptions, employee recognition, luncheons and other miscellaneous expenses.

Changes for FY 2019 - 2020:

Budget Backup

Miscellaneous Office Expense	Total	Allocation
Courier Service	\$ 2,676	Revenue Basis
Postage machine rental	\$ 2,040	Revenue Basis
Payroll Service	\$ 2,400	Staff Time
Miscellaneous Office	\$ 6,000	Revenue Basis
Total	\$ 13,116	

Rounded To: \$ 13,200

2

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Miscellaneous Office Expense	\$ 12,000	\$ 9,433	\$ 14,000	\$ 13,200

Enterprise Allocation		Calculated	Rounded
Water	41%	\$ 5,330	\$ 5,364
Sewer	43%	\$ 5,675	\$ 5,711
Trash	16%	\$ 2,063	\$ 2,077
Community	0%	\$ 48	\$ 48
Total	100%	\$ 13,116	\$ 13,200

GENERAL Office Utilities

Account Number: 5260
Budget Line Item: 43

Account Description:
 Utility charges for District office.

Changes for FY 2019 - 2020:
 Enrollment in Regional Energy Alliance will increase electricity rates by up to 10%.

Budget Backup

Office Utilities	Total	Allocation
Utilities	\$ 3,800	<i>Equal Distribution</i>
Total	\$ 3,800	

Rounded To: \$ 3,800

2

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Office Utilities	\$ 3,500	\$ 1,480	\$ 2,900	\$ 3,800

Enterprise Allocation		Calculated	Rounded
Water	33%	\$ 1,254	\$ 1,254
Sewer	34%	\$ 1,292	\$ 1,292
Trash	33%	\$ 1,254	\$ 1,254
Community	0%	\$ -	\$ -
Total	100%	\$ 3,800	\$ 3,800

GENERAL Office Equipment Maintenance

Account Number: 5290
Budget Line Item: 44

Account Description:

Annual and monthly maintenance contract charges, service and miscellaneous parts and unanticipated repairs for equipment not covered by a contract.

Changes for FY 2019 - 2020:

Elimination of Radix Handheld maintenance (\$2,700) due to Smart Meter project.

Budget Backup

Office Equipment Maintenance	Total	Allocation
Image Source Lease	\$ 720	<i>Equal Distribution</i>
Xerox Lease	\$ 3,500	<i>Equal Distribution</i>
Small Printer Maintenance	\$ 850	<i>Equal Distribution</i>
Folding Machine Maintenance	\$ 2,100	<i>Equal Distribution</i>
Total	\$ 7,170	

Rounded To: \$ 8,000

3

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Office Equipment Maintenance	\$ 9,600	\$ 5,730	\$ 9,000	\$ 8,000

Enterprise Allocation		Calculated	Rounded
Water	33%	\$ 2,086	\$ 2,640
Sewer	34%	\$ 2,149	\$ 2,720
Trash	33%	\$ 2,086	\$ 2,640
Community	0%	\$ -	\$ -
Total	100%	\$ 6,320	\$ 8,000

GENERAL Asset Replacement

Account Number: 5295
Budget Line Item: 45

Account Description:

Asset replacement for large equipment with pre-determined lifespan for District use. Funds are allocated via the Operating Budget every year and disbursed per the Asset Replacement schedule.

Changes for FY 2019 - 2020:

Added vactor and backup generator. Included 2% per year escalator, multiplied by the lifespan of the asset.

Budget Backup

Asset	Unit Cost	Future Value	Quantity	Lifespan (Yrs.)	Total	Allocation
Computers	\$ 2,000	\$ 2,208	9	5	\$ 3,975	Equal Distribution
Fleet	\$ 40,000	\$ 46,866	5	8	\$ 29,291	Equal Distribution
Backup Generator	\$ 100,000	\$ 134,587	1	15	\$ 8,972	Rev. Water/Sewer
Backhoe	\$ 70,000	\$ 85,330	1	10	\$ 8,533	Rev. Water/Sewer
Copier	\$ 10,000	\$ 11,717	1	8	\$ 1,465	Equal Distribution
Total					\$ 52,236	

Rounded To: \$ 53,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Asset Replacement	\$ 35,000	\$ 2,137	\$ 35,000	\$ 53,000

Enterprise Allocation		Calculated	Rounded
Water	36%	\$ 15,600	\$ 19,110
Sewer	37%	\$ 16,203	\$ 19,849
Trash	26%	\$ 11,461	\$ 14,040
Community	0%	\$ -	\$ -
Total	100%	\$ 43,264	\$ 53,000

GENERAL Insurance

Account Number: 5400
Budget Line Item: 46

Account Description:

Property and general liability insurance through Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA).

Changes for FY 2019 - 2020:

Additional coverage for Flood Insurance.

Budget Backup

Insurance	Total	Allocation
General Liability	\$ 32,100	<i>Revenue Basis</i>
Additional Flood Coverage	\$ 6,000	<i>Revenue Basis</i>
Fidelity Bond Coverage	\$ 900	<i>Revenue Basis</i>
Total	\$ 39,000	

Rounded To: \$ 39,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Insurance	\$ 31,100	\$ 25,653	\$ 39,000	\$ 39,000

Enterprise Allocation		Calculated	Rounded
Water	41%	\$ 15,990	\$ 15,990
Sewer	44%	\$ 17,160	\$ 17,160
Trash	15%	\$ 5,850	\$ 5,850
Community	0%	\$ -	\$ -
Total	100%	\$ 39,000	\$ 39,000

GENERAL Legal Services

Account Number: 5510
Budget Line Item: 47

Account Description:
 Professional legal services for District Counsel and Special Counsel.

Changes for FY 2019 - 2020:
 Special Counsel now co-representing PHWA. Work will still need to be done solely on behalf of District.

Budget Backup

Legal Services	Total	Allocation
A to Z Law - District Counsel	\$ 40,000	<i>Revenue Basis</i>
Hollister & Brace - Special Counsel	\$ 20,000	<i>Water Only</i>
Total	\$ 60,000	

Rounded To: \$ 60,000

3

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Legal Services	\$ 55,000	\$ 51,625	\$ 65,000	\$ 60,000

Enterprise Allocation		Calculated	Rounded
Water	61%	\$ 36,400	\$ 36,400
Sewer	29%	\$ 17,600	\$ 17,600
Trash	10%	\$ 6,000	\$ 6,000
Community	0%	\$ -	\$ -
Total	100%	\$ 60,000	\$ 60,000

GENERAL Accounting Services

Account Number: 5520
Budget Line Item: 48

Account Description:

Accounting services including staff training and support, budget preparation, audit preparation and review, bond issues, LGFA preparation, 1099's, refinancing, contract analysis, maintain fixed asset records, etc.

Changes for FY 2019 - 2020:

Budget Backup

Accounting Services	Total	Allocation
Soares, Sandall, Bernacchi & Petrovich, LLP	\$ 31,000	<i>Revenue Basis</i>
Annual Audit	\$ 16,500	<i>Revenue Basis</i>
Total	\$ 47,500	

Rounded To: \$ 48,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Accounting Services	\$ 50,000	\$ 31,000	\$ 35,000	\$ 48,000

Enterprise Allocation		Calculated	Rounded
Water	41%	\$ 19,475	\$ 19,680
Sewer	44%	\$ 20,900	\$ 21,120
Trash	15%	\$ 7,125	\$ 7,200
Community	0%	\$ -	\$ -
Total	100%	\$ 47,500	\$ 48,000

GENERAL Computer Services & Subscriptions

Account Number: 5530
Budget Line Item: 49

Account Description:
 Professional IT-related services and software subscriptions.

Changes for FY 2019 - 2020:

Budget Backup

Computer Services & Subscriptions	Total	Allocation
CUSI	\$ 6,000	<i>Revenue Basis</i>
Antivirus & Web Security	\$ 1,000	<i>Revenue Basis</i>
Adobe	\$ 1,000	<i>Revenue Basis</i>
Microsoft	\$ 5,000	<i>Revenue Basis</i>
IT Services and Consulting	\$ 6,000	<i>Revenue Basis</i>
Total	\$ 19,000	

Rounded To: \$ 19,000

3

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Computer Services & Subscriptions	\$ 15,000	\$ 10,401	\$ 17,000	\$ 19,000

Enterprise Allocation		Calculated	Rounded
Water	41%	\$ 2,460	\$ 7,790
Sewer	44%	\$ 2,640	\$ 8,360
Trash	15%	\$ 900	\$ 2,850
Community	0%	\$ -	\$ -
Total	100%	\$ 6,000	\$ 19,000

GENERAL Engineering Services

Account Number: 5540
Budget Line Item: 50

Account Description:
 Professional Engineering Consulting Services not associated with an identified project in the Capital Improvement Program Budget.

Changes for FY 2019 - 2020:

Budget Backup

Engineering Services	Total	Allocation
Gannett Fleming On-Call Services	\$ 40,000	<i>Revenue Basis</i>
Standards Book Design	\$ 20,000	<i>Revenue Basis</i>
Total	\$ 60,000	

Rounded To: \$ 60,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Engineering Services	\$ 60,000	\$ 32,690	\$ 55,000	\$ 60,000

Enterprise Allocation		Calculated	Rounded
Water	41%	\$ 24,600	\$ 24,600
Sewer	44%	\$ 26,400	\$ 26,400
Trash	15%	\$ 9,000	\$ 9,000
Community	0%	\$ -	\$ -
Total	100%	\$ 60,000	\$ 60,000

GENERAL
Bank & Trustee Fees

Account Number: 5560
Budget Line Item: 51

Account Description:
Bank and Trustee Fees

Changes for FY 2019 - 2020:

Budget Backup

Bank & Trustee Fees	Total	Allocation
Expenses	\$ 4,000	<i>Revenue Basis</i>
Total	\$ 4,000	

Rounded To: \$ 4,000

3

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Bank & Trustee Fees	\$ 5,000	\$ 2,500	\$ 4,000	\$ 4,000

Enterprise Allocation		Calculated	Rounded
Water	41%	\$ 1,640	\$ 1,640
Sewer	44%	\$ 1,760	\$ 1,760
Trash	15%	\$ 600	\$ 600
Community	0%	\$ -	\$ -
Total	100%	\$ 4,000	\$ 4,000

GENERAL
Other Professional Services

Account Number: 5565
Budget Line Item: 52

Account Description:

Professional services, including, but not limited to: payroll service, framing, large format scanning, specialty printing, shredding, appraisals, various studies as needed and consultants.

Changes for FY 2019 - 2020:

Reduction due to no foreseeable studies being performed, that are not associated with programmed Capital Projects.

Budget Backup

Other Professional Services	Total	Allocation
Expenses	\$ 10,000	<i>Revenue Basis</i>
Total	\$ 10,000	

Rounded To: \$ 10,000

3

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Other Professional Services	\$ 10,000	\$ 3,718	\$ 8,000	\$ 10,000

Enterprise Allocation		Calculated	Rounded
Water	41%	\$ 4,100	\$ 4,100
Sewer	44%	\$ 4,400	\$ 4,400
Trash	15%	\$ 1,500	\$ 1,500
Community	0%	\$ -	\$ -
Total	100%	\$ 10,000	\$ 10,000

GENERAL
Legal Notices Publication

Account Number: 5600
Budget Line Item: 53

Account Description:
Expenses incurred by public legal notices as required by State Law.

Changes for FY 2019 - 2020:
Program is higher in election years and lower in non-election years.

Budget Backup

Legal Notices Publication	Total	Allocation
Public Notices	\$ 1,500	<i>Equal Distribution</i>
Board Elections	\$ -	<i>Equal Distribution</i>
Ordinances and Notifications	\$ 1,000	<i>Equal Distribution</i>
Total	\$ 2,500	

Rounded To: \$ 3,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Legal Notices Publication	\$ 5,000	\$ 90	\$ 1,000	\$ 3,000

Enterprise Allocation		Calculated	Rounded
Water	33%	\$ 495	\$ 990
Sewer	34%	\$ 510	\$ 1,020
Trash	33%	\$ 495	\$ 990
Community	0%	\$ -	\$ -
Total	100%	\$ 1,500	\$ 3,000

GENERAL
Public Information & Outreach

Account Number: 5650
Budget Line Item: 54

Account Description:
Customer Outreach and Public Information Costs

Changes for FY 2019 - 2020:
Records Management project was put on hold during FY 2018 - 2019 and will be resumed during FY 2019 - 2020

Budget Backup

Public Information & Outreach	Total	Allocation
Website Domain Fee	\$ 180	<i>Equal Distribution</i>
Additional Mailer	\$ 1,400	<i>Equal Distribution</i>
Graphic Design Services for Outreach Materials	\$ 3,000	<i>Equal Distribution</i>
Social Media Ad Buys	\$ 800	<i>Equal Distribution</i>
Laserfiche Subscription	\$ 4,000	<i>Equal Distribution</i>
Miscellaneous Records Management	\$ 2,500	<i>Equal Distribution</i>
General Notification Costs	\$ 1,600	<i>Equal Distribution</i>
Total	\$ 13,480	

Rounded To: \$ 14,000

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Public Information & Outreach	\$ 16,000	\$ 740	\$ 5,000	\$ 14,000

Enterprise Allocation		Calculated	Rounded
Water	33%	\$ 59	\$ 4,620
Sewer	34%	\$ 61	\$ 4,760
Trash	33%	\$ 59	\$ 4,620
Community	0%	\$ -	\$ -
Total	100%	\$ 180	\$ 14,000

NON-RATE REVENUE

Interest Earnings

Account Number: 6100
Budget Line Item: 55

Account Description:

Interest income from fund balances held with County Fund. Earnings are allocated at the end of the fiscal year based on interest earned by each Enterprise.

Changes for FY 2019 - 2020:

Income based on market performance.

Budget Backup

Interest Earnings	Total	Allocation
Interest Earnings	\$ 38,000	<i>Interest Earnings</i>
Total	\$ 38,000	

Rounded To: \$ 38,000

3

	Adopted FY 2018 - 2019	Actual Through 3/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Interest Earnings	\$ 8,000	\$ 27,656	\$ 35,000	\$ 38,000

Enterprise Allocation		Calculated	Rounded
Water	35%	\$ 13,300	\$ 13,300
Sewer	55%	\$ 20,900	\$ 20,900
Trash	10%	\$ 3,800	\$ 3,800
Community	0%	\$ -	\$ -
Total	100%	\$ 38,000	\$ 38,000

NON-RATE REVENUE
Penalty Revenue

Account Number: 6200
Budget Line Item: 56

Account Description:
Revenue generated from late and delinquent payments.

Changes for FY 2019 - 2020:
Waived late payments during transition to new billing system.

Budget Backup

Penalty Revenue	Total	Allocation
Late Payment Revenue	\$ 20,000	<i>Comm Svc Only</i>
Total	\$ 20,000	

Rounded To: \$ 20,000
3

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Penalty Revenue	\$ 36,000	\$ 18,138	\$ 15,000	\$ 20,000

Enterprise Allocation		Calculated	Rounded
Water	0%	\$ -	\$ -
Sewer	0%	\$ -	\$ -
Trash	0%	\$ -	\$ -
Community	100%	\$ 20,000	\$ 20,000
Total	100%	\$ 20,000	\$ 20,000

NON-RATE REVENUE *Secured & Unsecured Taxes*

Account Number: 6320
Budget Line Item: 57

Account Description:

District's portion of 1% Ad Valorem Property Tax collected from properties within District's service area. Funds are held by County of Ventura.

Changes for FY 2019 - 2020:

Budget Backup

Secured & Unsecured Taxes	Total	Allocation
Tax Income	\$ 66,000	<i>Comm Svc Only</i>
Total	\$ 66,000	

Rounded To: \$ 66,000

3

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Secured & Unsecured Taxes	\$ 60,000	\$ 43,596	\$ 65,000	\$ 66,000

Enterprise Allocation		Calculated	Rounded
Water	0%	\$ -	\$ -
Sewer	0%	\$ -	\$ -
Trash	0%	\$ -	\$ -
Community	100%	\$ 66,000	\$ 66,000
Total	100%	\$ 66,000	\$ 66,000

DEBT SERVICE 2012 Water Revenue Bonds

Account Number: 2805
Budget Line Item: 58

Account Description:

Annual debt service for 2012 Water Revenue Bonds, initially issued for District's capacity share in PHWA. Debt service set to retire in FY 2021 - 2022. Payments are based on a predetermined debt schedule for the life of the bond.

Changes for FY 2019 - 2020:

Budget Backup

2012 Water Revenue Bonds	Total	Allocation
Certificate of Participation	\$ 312,753	<i>Water Only</i>
Total	\$ 312,753	

Rounded To: \$ 313,000

3

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
2012 Water Revenue Bonds	\$ 312,834	\$ 312,834	\$ 312,834	\$ 313,000

Enterprise Allocation		Calculated	Rounded
Water	100%	\$ 312,753	\$ 313,000
Sewer	0%	\$ -	\$ -
Trash	0%	\$ -	\$ -
Community	0%	\$ -	\$ -
Total	100%	\$ 312,753	\$ 313,000

DEBT SERVICE 2016 Sewer Refunding Bonds

Account Number: 2855
Budget Line Item: 59

Account Description:

Annual debt service for 2016 Sewer Bonds. Payments are based on a predetermined debt schedule for the life of the bond.

Changes for FY 2019 - 2020:

Budget Backup

2016 Sewer Refunding Bonds	Total	Allocation
Debt Service	\$ 190,481	<i>Sewer Only</i>
Total	\$ 190,481	

Rounded To: \$ 191,000

3

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
2016 Sewer Refunding Bonds	\$ 186,991	\$ 146,290	\$ 186,991	\$ 191,000

Enterprise Allocation		Calculated	Rounded
Water	0%	\$ -	\$ -
Sewer	100%	\$ 190,481	\$ 191,000
Trash	0%	\$ -	\$ -
Community	0%	\$ -	\$ -
Total	100%	\$ 190,481	\$ 191,000

DEBT SERVICE CSDA Loan - Smart Meter Project

Account Number: 2855
Budget Line Item: 60

Account Description:

Annual debt service for Smart Meter Project loan through CSDA Financing Corp. Total loan amount of \$700,000 is set at a 10-year term beginning in FY 2020 and expiring in FY 2029 at an interest rate of 3.4%.

Changes for FY 2019 - 2020:

New for FY 2019 - 2020.

Budget Backup

CSDA Loan - Smart Meter Project	Total	Allocation
Debt Service	\$ 84,807	<i>Water Only</i>
Total	\$ 84,807	

Rounded To: \$ 85,000

3

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
CSDA Loan - Smart Meter Project	\$ -	\$ -	\$ -	\$ 85,000

Enterprise Allocation		Calculated	Rounded
Water	100%	\$ 84,807	\$ 85,000
Sewer	0%	\$ -	\$ -
Trash	0%	\$ -	\$ -
Community	0%	\$ -	\$ -
Total	100%	\$ 84,807	\$ 85,000

OTHER
Allocation of Community Service

Account Number: N/A
Budget Line Item: 61

Account Description:
Funds required from each Enterprise to fund Community Service activities.

Changes for FY 2019 - 2020:

Budget Backup

Allocation of Community Service	Total	Allocation
Required Allocation	\$ 50,000	<i>Rev. Water/Sewer</i>
Total	\$ 50,000	

Rounded To: \$ 50,000

3

	Adopted FY 2018 - 2019	Actual Through 1/31/2019	Projected June 2019	Proposed FY 2019 - 2020
Allocation of Community Service	\$ 47,662	\$ -	\$ -	\$ 50,000

Enterprise Allocation		Calculated	Rounded
Water	49%	\$ 24,250	\$ 24,250
Sewer	52%	\$ 25,750	\$ 25,750
Trash	0%	\$ -	\$ -
Community	0%	\$ -	\$ -
Total	100%	\$ 50,000	\$ 50,000

DRAFT

FY 2019 - 2020 CAPITAL IMPROVEMENT PROGRAM

Line	Project No.	Capital Project	Water	Sewer	Expended	Carryover	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5-Year Total
1	CI 101	Monitoring of Water Lines in Easements	100%			\$20,000		\$40,000	\$0	\$0	\$0	\$60,000
2	CI 102	AMI Installation on Well	100%			\$10,000		\$0	\$0	\$0	\$0	\$10,000
3	CI 103	PHWA Improvements	100%				\$120,000	\$200,000	\$150,000	\$40,000	\$40,000	\$550,000
4	CI 201	I&I Reduction - Main & Manhole Improvements		100%			\$75,000	\$420,000	\$0	\$50,000	\$200,000	\$745,000
5	CI 202	Sewer Lift Station and Pump Station Rehabilitation		100%			\$60,000	\$320,000	\$100,000	\$270,000	\$0	\$750,000
6	CI 204	CCTV Video Inspection		100%			\$0	\$0	\$0	\$0	\$85,000	\$85,000
7	CI 205	Hydrogen Sulfide Reduction		100%			\$0	\$100,000	\$0	\$0	\$0	\$100,000
8	CI 206	Oxnard Wastewater Plant Improvements		100%			\$0	\$200,000	\$200,000	\$300,000	\$600,000	\$1,300,000
9	CI 208	Wastewater Flow Meter Installation		100%	\$19,000	\$16,000	\$40,000	\$10,000	\$0	\$0	\$0	\$85,000
10	CI 402	Yard and Building Improvements	50%	50%	\$28,000	\$22,000	\$125,000	\$925,000	\$0	\$0	\$0	\$1,100,000
11	CI 501	Air Compressor	50%	50%			\$12,000	\$0	\$0	\$0	\$0	\$12,000
12	CI 502	Changeable Message Sign	50%	50%			\$15,000	\$0	\$0	\$0	\$0	\$15,000
13	MI 104	Water Emergency Response Plan	100%				\$12,000	\$0	\$0	\$0	\$0	\$12,000
14	MI 209	Sewer System Management Plan		100%			\$12,000	\$0	\$0	\$0	\$0	\$12,000
Water					\$14,000	\$41,000	\$208,000	\$702,500	\$150,000	\$40,000	\$40,000	\$1,140,500
Sewer					\$33,000	\$27,000	\$263,000	\$1,512,500	\$300,000	\$620,000	\$885,000	\$3,580,500
Trash					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total					\$47,000	\$68,000	\$471,000	\$2,215,000	\$450,000	\$660,000	\$925,000	\$4,721,000

Water Enterprise

FY 2020

Beginning Capital Reserve Balance	\$2,840,344
Contributions for FY 2019 - 2020:	\$224,600
Planned Capital Expenditures	-\$208,000
Ending Capital Reserve Balance	\$2,856,944

Minimum Capital Reserve Balance \$828,000

Sewer Enterprise

FY 2020

Beginning Capital Reserve Balance	\$2,662,492
Contributions for FY 2019 - 2020:	\$507,800
Planned Capital Expenditures	-\$263,000
Ending Capital Reserve Balance	\$2,907,292

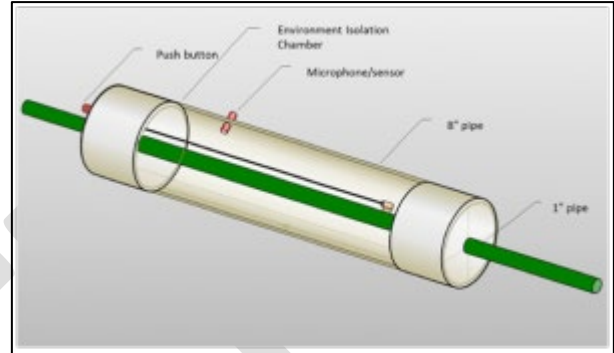
Minimum Capital Reserve Balance \$1,048,640

Capital Improvement Program

MONITORING OF WATER LINES IN EASEMENTS

- CI 101 -

Description: Sampling of water pipe segments that run through private property easements to determine condition and potential for failure. Installation of pressure/flow monitoring devices on distribution main to detect signs of failure in pipe segment.



Justification: Water main breaks in areas where the District’s distribution system runs through private property may be costly to address repairs and damage caused if not detected early. Pipe sampling and installing detection monitoring devices will help staff address issues in these segments early.

Operations Impact: Monitoring devices will have ongoing service costs.

Begin: 2019 – Q4
End: 2020 – Q4

Funding Allocation	Allocation
Water	100%
Sewer	
Solid Waste	

Project Schedule	Expended	Carryover	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Design		\$20,000						
Construction			\$40,000					
		\$20,000	\$40,000					\$60,000

Capital Improvement Program

WELL AMI MONITORING

- CI 102 -

Description: Installation of a Ranch Systems automatic meter reading device for groundwater consumption reporting. Contingent upon District's plans to continue well operation.



Justification: All wells in the basin are required to be outfitted with Ranch Systems AMI by October of 2020.

Operations Impact: N/A

Begin: 2019 – Q4
End: 2020 – Q2

Funding Allocation	Allocation
Water	100%
Sewer	
Solid Waste	

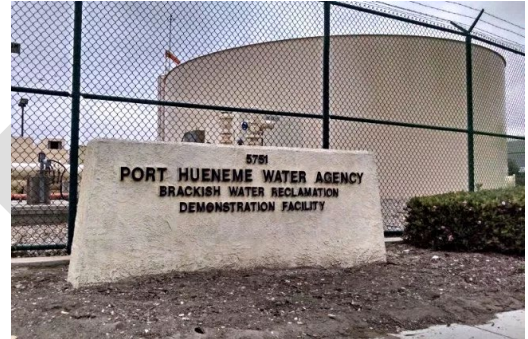
Project Schedule	Expended	Carryover	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Design								
Construction		\$10,000						
		\$10,000						\$10,000

Capital Improvement Program

PHWA IMPROVEMENTS

- CI 102 -

Description: District’s share of capital improvement needs at the PHWA Brackish Water Reclamation Demonstration Facility.



Justification: Reinvestment in the PHWA facility will be required to prolong the life of the treatment equipment. The District will be responsible for its capacity share of the improvements.

Operations Impact: N/A

Begin: 2020
End: 2023

Funding Allocation	Allocation
Water	100%
Sewer	
Solid Waste	

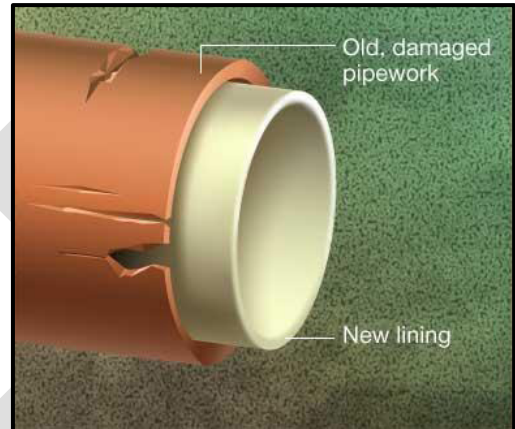
Project Schedule	Expended	Carryover	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Design								
Construction			\$120,000	\$200,000	\$150,000	\$40,000	\$40,000	\$550,000
			\$120,000	\$200,000	\$150,000	\$40,000	\$40,000	\$550,000

Capital Improvement Program

I&I REDUCTION – GRAVITY MAIN IMPROVEMENTS & MANHOLE REHAB

- CI 201 -

Description: Repair and/or relining of VCP in areas where cracking or breaking has occurred. Rehabilitation of manholes. Problem areas will be identified by CCTV inspection (MI 204).



Justification: Repairing cracks and joints prevents unwanted infiltration, exfiltration, and reduced pumping/treatment costs.

Operations Impact: Potential for less pumping and treatment costs as a result of reduced infiltration flows.

Begin: 2019 – Q3
End: 2020 – Q2

Funding Allocation	Allocation
Water	
Sewer	100%
Solid Waste	

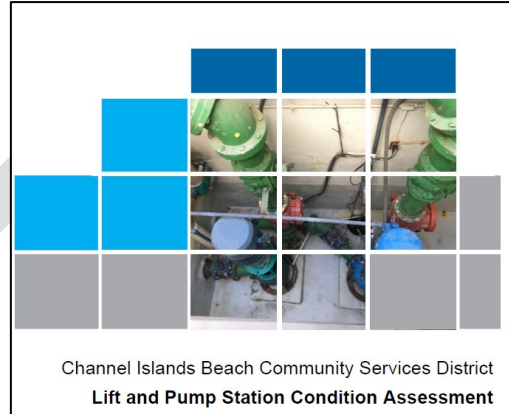
Project Schedule	Expended	Carryover	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Design			\$75,000			\$50,000		
Construction				\$420,000			\$200,000	
			\$75,000	\$420,000		\$50,000	\$200,000	\$745,000

Capital Improvement Program

SEWER LIFT STATION AND PUMP STATION REHABILITATION

- CI 202 -

Description: Signification upgrades /rehab of the District’s seven sewer lift stations to address mechanical, electrical, safety, structural, and instrumentation needs.



Justification: Project ensures the longevity and continued operation of the District’s sewer lift stations, maintains compliance with regulatory standards, and improves worker safety.

Operations Impact: Improvements will address operational reliability and longevity of sewer lift stations.

Begin: 2019
End: 2023

Funding Allocation	Allocation
Water	
Sewer	100%
Solid Waste	

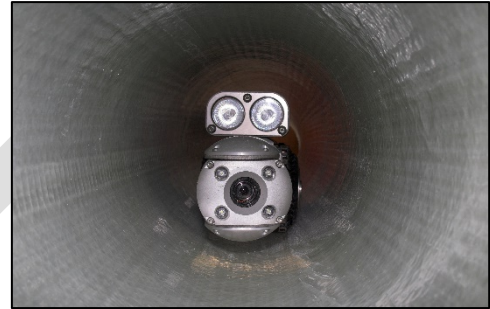
Project Schedule	Expended	Carryover	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Design			\$60,000		\$40,000			
Construction				\$320,000	60,000	\$250,000		
			\$60,000	\$320,000	\$100,000	\$250,000		\$750,000

Capital Improvement Program

CCTV VIDEO INSPECTION PROGRAM

- MI 210 -

Description: Routing cleaning and videoing of the District gravity sewer collection system.



Justification: Results from the CCTV video will inform District of vulnerable areas in the sewer collection system that require repair or additional maintenance.

Operations Impact:

Begin: 2024
End: 2024

Funding Allocation	Allocation
Water	
Sewer	100%
Solid Waste	

Project Schedule	Expended	Carryover	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Design								
Construction							\$85,000	
							\$85,000	\$85,000

Capital Improvement Program

HYDROGEN SULFIDE REDUCTION

- CI 205 -

Description: Treatment of wastewater flows in the collection system to reduce odor and pipe corrosion.



Justification: May be required by City of Oxnard in future (prior to discharge point into City’s collection system). Will help maintain newly relined segments of gravity lines (CI 201).

Operations Impact: Staff will need to maintain equipment required for chemical dosing and treatment.

Begin: 2020 – Q3
End: 2021 – Q2

Funding Allocation	Allocation
Water	
Sewer	100%
Solid Waste	

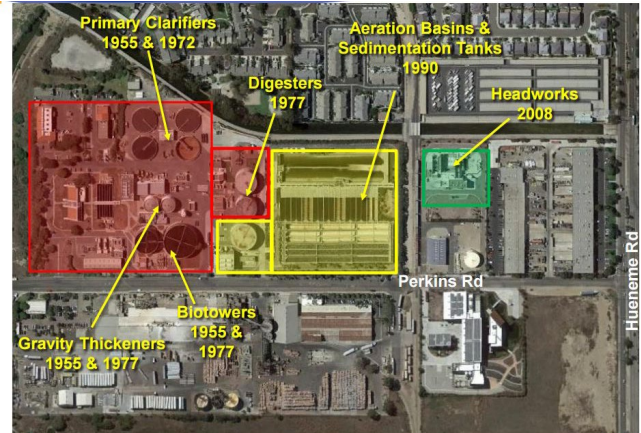
Project Schedule	Expended	Carryover	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Design				\$10,000				
Construction				\$90,000				
				\$100,000				\$100,000

Capital Improvement Program

OXNARD WASTEWATER PLANT IMPROVEMENTS

- CI 206 -

Description: District’s share of the necessary upgrades to the City of Oxnard’s Wastewater Treatment Plant.



Justification: The District owns nearly 2% of the wastewater plant’s capacity for treatment of its wastewater flows.

Operations Impact: N/A

Begin:
End:

Funding Allocation	Allocation
Water	
Sewer	100%
Solid Waste	

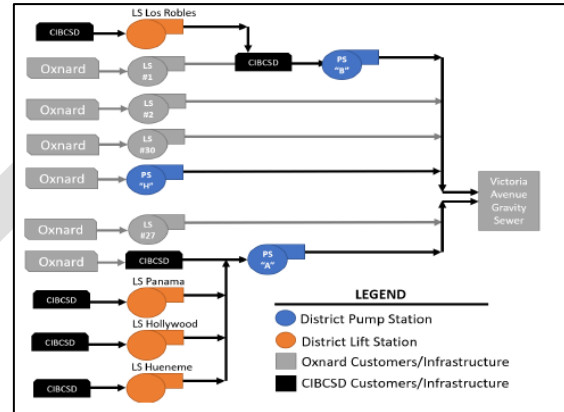
Project Schedule	Expended	Carryover	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Design								
Construction			\$0	\$200,000	\$200,000	\$300,000	\$600,000	
			\$0	\$200,000	\$200,000	\$300,000	\$600,000	\$1,300,000

Capital Improvement Program

WASTEWATER FLOW METER INSTALLATION

- CI 208 -

Description: Engineering design and flow monitoring installation at sewer lift stations where necessary. Project goals are to support the mission of the 2nd Amendment to the Wastewater Transportation Agreement between District and City of Oxnard. Project will help determine actual flows and strengths generated by each agency and will assign costs accordingly.



Justification: Helps accomplish goal of assigning wastewater conveyance and treatment costs to the appropriate agency.

Operations Impact:

Begin: 2019
End: 2021

Funding Allocation	Allocation
Water	
Sewer	100%
Solid Waste	

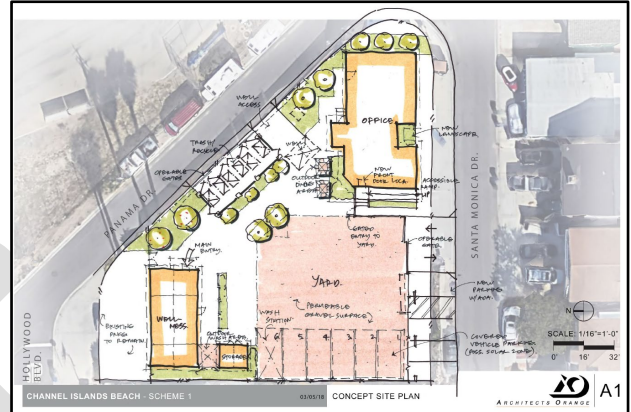
Project Schedule	Expended	Carryover	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Design	\$19,000	\$16,000	\$40,000					
Construction				\$10,000				
	\$19,000	\$16,000	\$40,000	\$10,000				\$85,000

Capital Improvement Program

YARD & BUILDING IMPROVEMENTS

- CI 402 -

Description: Renovation or reconstruction of the District’s main facility and yard. Project includes architectural design sessions, concept drawings, plan submittal, and construction.



Justification: Project will address code and ADA Compliance issues at District’s main facility.

Operations Impact:

Begin: 2019
End: 2022

Funding Allocation	Allocation
Water	50%
Sewer	50%
Solid Waste	

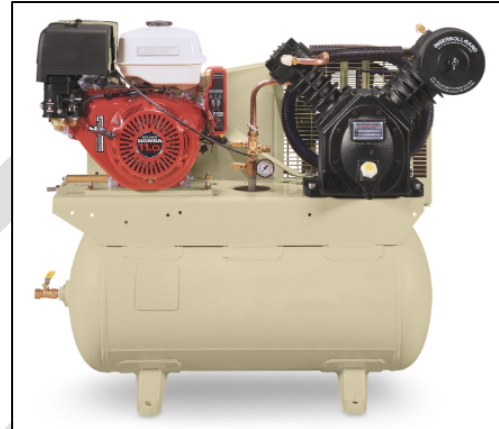
Project Schedule	Expended	Carryover	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Design	\$22,000	\$28,000	\$125,000					
Construction				\$925,000				
	\$22,000	\$28,000	\$125,000	\$925,000				\$1,100,000

Capital Improvement Program

AIR COMPRESSOR UNIT REPLACEMENT

- CI 501 -

Description: Replacement of the District’s air compressor unit that has reached the end of its useful life.



Justification: Air compressor used in routine maintenance activities.

Operations Impact:

Begin: 2019
End: 2019

Funding Allocation	Allocation
Water	50%
Sewer	50%
Solid Waste	

Project Schedule	Expended	Carryover	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Procurement			\$12,000					\$12,000

Capital Improvement Program

CHANGEABLE MESSAGE SIGN

- CI 502 -

Description: Procurement of a changeable message sign for use during capital projects, special events, and emergency repairs.



Justification: Promotes public awareness and employee roadway safety.

Operations Impact:

Begin: 2019
End: 2019

Funding Allocation	Allocation
Water	50%
Sewer	50%
Solid Waste	

Project Schedule	Expended	Carryover	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Procurement			\$15,000					\$15,000

Capital Improvement Program

WATER EMERGENCY RESPONSE PLAN

- MI 104 -

Description: A water emergency response plan summarizes disasters/emergencies that may occur in the water system’s service area, such as: earthquake, major fire emergencies, water outages due to loss of power, water contamination, and acts of sabotage.



Justification: Regulatory recommendation. Plan is to ensure reliable water service and minimize public health risks from unsafe drinking water during emergency events.

Operations Impact:

Begin: 2019
End: 2020

Funding Allocation	Allocation
Water	100%
Sewer	
Solid Waste	

Project Schedule	Expended	Carryover	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Design			\$12,000					
Construction								
			\$12,000					\$12,000

Capital Improvement Program

SEWER SYSTEM MANAGEMENT PLAN

- MI 209 -

Description: The SSMP is a document that describes the activities the District uses to manage the wastewater collection system effectively. The elements include maintenance operations, minimizing I&I, and minimizing/addressing SSOs that may occur. SSMP was last adopted in 2009.



Justification: All public agencies that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey wastewater to publicly owned treatment facilities are required to have a current Sewer System Management Plan (SSMP).

Operations Impact:

Begin: 2019
End: 2020

Funding Allocation	Allocation
Water	
Sewer	100%
Solid Waste	

Project Schedule	Expended	Carryover	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Design			\$12,000					
Construction								
			\$12,000					\$12,000