



# AGENDA

## Finance Committee Meeting Board of Directors Ironhouse Sanitary District

DATE: April 27, 2020  
TIME: 11:00 AM

LOCATION:  
Via Teleconference

### **CORONAVIRUS (COVID-19) ADVISORY NOTICE**

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California and Contra Costa County March 16, 2020 Shelter in Place Order and the Updated Stay-at-Home Order with New Restrictions issued on March 31, 2020 extending the Shelter in Place Order through May 3, 2020, the Special Meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting via Microsoft Teams. To maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting by using the hyperlink below and may provide public comment by sending comments to the District Secretary by email at [goff@isd.us.com](mailto:goff@isd.us.com). Comments will then be read into the record, with a maximum allowance of 3 minutes per individual comment, subject to the Chair's discretion. All comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. If a comment is received after the agenda item is heard but before the close of the meeting, the comment will still be included as a part of the record of the meeting but will not be read into the record.

Any member of the public who needs accommodations should email or call Cecilia Goff at [goff@isd.us.com](mailto:goff@isd.us.com), or 925-809-3002 who will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the Ironhouse Sanitary District procedure for resolving reasonable accommodation requests. All reasonable accommodations offered will be listed on the District website at [www.ironhousesanitarydistrict.com](http://www.ironhousesanitarydistrict.com).

**Link to the Board meeting for members of the public: [Join Microsoft Teams Meeting](#)**

1. CALL TO ORDER
  - 1.A. ROLL CALL
2. APPROVAL OF THE AGENDA
3. PUBLIC COMMENTS

#### **4. CONSENT CALENDAR**

##### **4.A. APPROVAL OF MINUTES OF THE JULY 10, 2019 ISD FINANCE COMMITTEE MEETING**

Documents:

[FINANCE COMMITTEE MEETING MINUTES 7.10.2019 DRAFT.PDF](#)

#### **5. REVIEW AND DISCUSS FY 20/21 PROPOSED OPERATING BUDGET**

Documents:

[ISD CONSOLIDATED BUDGET FY 20-21 NBS MODEL AS OF 4-18-20.PDF](#)

[NET REVENUE TEST.PDF](#)

[CASH RESERVES.PDF](#)

[BUDGET ASSUMPTIONS - FY 20-21.PDF](#)

#### **6. GENERAL MANAGER ANNOUNCEMENTS (ESTIMATED TIME 5 MINUTES)**

#### **7. ADJOURNMENT**

ISD will provide reasonable accommodations for persons with disabilities who are planning to attend meetings. Please contact the District at least 48 hours before the meeting at (925) 625-2279.

IRONHOUSE SANITARY DISTRICT  
FINANCE COMMITTEE MEETING  
MINUTES  
July 10, 2019

**1. CALL TO ORDER**

**1.A. ROLL CALL**

President Zirkle called the meeting to order at 11:00 a.m.

Directors present:	Peter Zirkle and Dawn Morrow
Staff/Consultants present:	Tyson Zimmerman, Assistant General Manager Cecilia Goff, District Secretary/Office Administrator David Dal Porto, Jersey Island Superintendent Michael Welty, Financial Consultant

**2. APPROVAL OF THE AGENDA**

M/S D. Morrow and P. Zirkle voted to approve the agenda as presented.

In favor: D. Morrow and P. Zirkle. Opposed: None. Absent: None.

**3. PUBLIC COMMENTS**

There were no comments from the public in attendance.

**4. CONSENT**

**4.A. APPROVAL OF MINUTES OF THE APRIL 23, 2019 ISD FINANCE COMMITTEE MEETING**

M/S D. Morrow and P. Zirkle voted to approve the April 23, 2019 ISD Finance Committee Meeting minutes as presented.

In favor: D. Morrow and P. Zirkle. Opposed: None. Absent: None.

**5. INFORMATIONAL ITEMS FROM STAFF (NO ACTION REQUIRED)**

**5.A. PROVIDE A REPORT ON HISTORICAL HAY AND CATTLE PRICES**

Mr. Tyson Zimmerman and Mr. David Dal Porto presented the report on historical hay and cattle prices. Questions from the Finance Committee were solicited and answered.

**5.B. PROVIDE THE JERSEY ISLAND COST CENTER ANALYSIS FOR FYE 17/18**

Mr. Michael Welty presented the Jersey Island Cost Center Analysis for the FYE 17/18 to the Finance Committee.

At 11:45 a.m. the meeting was recessed. At 12 p.m. the meeting reconvened.

Questions from the Finance Committee were solicited and answered.

**6. ADJOURNMENT**

The Finance Committee meeting was adjourned at 12:30 p.m.

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President

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District Secretary

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ISD All Departments FY20/21 Budget Detail

	Headquarters	Collections	Jersey	Recycled Water	WRF	FY 20/21 Budget	FY 19/20 Budget	FY 19/20 9 Months Actual (75%)	Actual YTD % of FY 20/21 Budget	Budget 20/21 % Change Budget 19/20	Comments
<b>REVENUE</b>											
4010.00 · Sewer Service Charge	11,628,898					11,628,898	10,511,550	7,883,662	67.8%	10.6%	Per NBS Model 9% Year 1 for FY 20/21
4020.00 · Inspection Fees	0					0	0	19,620	#DIV/0!	#DIV/0!	4% of Engineers Estimate, can't Forecast so not budgeted
4030.00 · Plan Check Fees	0					0	0	8,460	#DIV/0!	#DIV/0!	2% of Engineers Estimate, can't forecast so not budgeted
4040.00 · Connection Fees	0					0	208,800	282,256	#DIV/0!	-100.0%	Connection fees go away FY 20/21. Reduction made-up in capacity fees.
4060.00 · Sewer Use Charge (New Permits)	53,792					53,792	49,350	95,494	177.5%	9.0%	Per NBS Model 9% Year 1 and 150 New Connections
4070.00 · Capacity Fees											
4070.20 · Plant Capacity Fees	1,197,900					1,197,900	787,977	1,065,649	89.0%	52.0%	Combined Capacity Fee per NBS Model \$7,986, Connections 150
4070.50 · TLC Fees	0					0	151,424	204,783	#DIV/0!	-100.0%	TLC No Longer Separated from Capacity Fee
Total 4070.00 · Capacity Fees	1,197,900	0	0	0	0	1,197,900	939,401	1,270,432	106.1%	27.5%	
4100.00 · Leases and Permits	1,000		2,000			3,000	1,100	1,200	40.0%	172.7%	Permit Fees and Peoco Energy Jersey Island Leases
4110.00 · Grant Revenue	0					0	0	0			
4120.00 · Hay Sales			185,000			185,000	175,000	158,784	85.8%	5.7%	
4200.00 · RD830 Levee Maintenance			145,000			145,000	145,000	108,750	75.0%	0.0%	To Reflect Prior Year Actual
4210.00 · RD830 Management Reimbursement	0					0	60,000	0	#DIV/0!	-100.0%	No New Contract
4400.00 · Undercrossing Maintenance	4,000					4,000	4,000	0	0.0%	0.0%	Estimated Revenue Recognition for Cost Shared by Others
4600.00 · Mineral Rights			8,500			8,500	8,500	4,976	58.5%	0.0%	Peoco Energy Gas Royalties
4700.00 · Jersey Island Use Fees			800			800	200	695	86.9%	300.0%	User Parking Fees for Fishing
4725.00 · Recycled Water Fees						0	0	25	#DIV/0!	#DIV/0!	
4750.00 · Other Fees and Services	0		35,000			35,000	35,000	7,832	22.4%	0.0%	CCWD Sludge Removal
4800.00 · Ad Valorem and Other Taxes	308,000					308,000	295,000	176,061	57.2%	4.4%	Based on FY 19/20 Actual
4900.00 · Offers of Dedication	0					0	0	0			Non-Cash Developer Contribution of Infrastructure
4990.00 · Miscellaneous Income	35,000					35,000	35,000	31,250	89.3%	0.0%	Miscellaneous Income and CSRMA Dividends
<b>Total Revenue</b>	<b>13,228,590</b>	<b>0</b>	<b>376,300</b>	<b>0</b>	<b>0</b>	<b>13,604,890</b>	<b>12,467,901</b>	<b>10,049,497</b>	<b>73.9%</b>	<b>9.1%</b>	
<b>EXPENSES</b>											
<b>5000.00 · Salaries and Related Expenses</b>											
<b>5010.00 · Salaries and Wages</b>											
5010.10 · Base Staff Salaries	783,338	791,862	516,918		840,619	2,932,736	2,903,988	2,051,609	70.0%	1.0%	2.5% Merit/COLA in Base Wages as Jan 2020 CPI-W SF./Oakland/Hayward
5010.20 · Stand By/On Call	0	24,000	0		24,000	48,000	48,000	34,972	72.9%	0.0%	Based on Current FY YTD Actual
5010.30 · Overtime Pay	0	32,000	45,000		5,000	82,000	40,000	63,195	77.1%	105.0%	Based on Current FY YTD Actual
5010.40 · Vehicle Allowance	5,880	5,760	2,880		5,760	20,280	14,520	11,610	57.2%	39.7%	6 Employees @ \$240 per Month, 1 employee at \$250 per month
5010.50 · Vacation Buy-Back	15,000	14,000	4,000		7,000	40,000	37,000	35,381	88.5%	8.1%	Based on Current FY YTD Actual
5010.60 · Accrued Time Pay-Out	20,000					20,000	20,000	5,474	27.4%	0.0%	Not Expecting any Retirements or Terminations but Placeholder
5010.80 · Director Pay	39,040					39,040	39,040	24,310	62.3%	0.0%	Use same as FY 19/20 Budget
5010.90 · Temporary Staff Wages			20,000			20,000	20,000	7,823	39.1%	0.0%	As submitted by department heads
Total 5010.00 · Salaries and Wages	863,258	867,622	588,798	0	882,379	3,202,057	3,122,548	2,234,374	69.8%	2.5%	
<b>5020.00 · Health, Life and Disability</b>											
5020.10 · Medical Insurance - Staff	108,950	168,316	108,633		145,014	530,913	529,708	360,206	67.8%	0.2%	Estimate 8% Increase January 2021 (effective 4% FY increase)
5020.20 · Medical Insurance - Directors	26,359					26,359	26,359	20,516	77.8%	0.0%	Based on BOD Caps
5020.30 · Dental Insurance - Staff	18,760	28,140	16,692		24,724	88,316	98,457	60,701	68.7%	-10.3%	Estimate 4% Increase July 2020
5020.40 · Dental Insurance - Directors	3,422					3,422	3,422	2,129	62.2%	0.0%	Based on BOD Caps
5020.50 · Vision - Staff	1,944	2,917	1,662		2,593	9,116	9,296	6,408	70.3%	-1.9%	Estimate 4% increase July 2020

ISD All Departments FY20/21 Budget Detail

	Headquarters	Collections	Jersey	Recycled Water	WRF	FY 20/21 Budget	FY 19/20 Budget	FY 19/20 9 Months Actual (75%)	Actual YTD % of FY 20/21 Budget	Budget 20/21 % Change Budget 19/20	Comments
5020.60 · Vision - Directors	516					516	516	382	74.0%	0.0%	Based on BOD Caps
5020.70 · Life and Disability	2,310	3,152	1,385		3,315	10,162	45,225	7,837	77.1%	-77.5%	Estimate 4% increase July 2020
<b>Total 5020.00 · Health, Life and Disability</b>	<b>162,261</b>	<b>202,525</b>	<b>128,371</b>	<b>0</b>	<b>175,645</b>	<b>668,803</b>	<b>712,983</b>	<b>458,179</b>	<b>68.5%</b>	<b>-6.2%</b>	
5030.00 · Retirement - CalPERS	256,371	238,098	173,045		181,023	848,537	775,610	533,274	62.8%	9.4%	35.7% of base wages for CalPERS Classic, 19 Employees, includes 7% of EE share paid by ISD, 8.2 % of base wages for CalPERS PEPRA, 9 Employees.
5040.00 · OPEB Annual Req. Contribution	350,000					350,000	350,000	214,701	61.3%	0.0%	Estimated annual contribution to reduce Net OPEB Liability
5080.00 · Workers Compensation Insurance	2,536	32,771	26,609		32,765	94,682	88,253	66,153	69.9%	7.3%	Expecting 5% Increase in Rates, Experience Mod currently 0.89.
5090.00 · Payroll Taxes - Employer	17,230	13,665	11,527		14,232	56,654	55,019	42,536	75.1%	3.0%	As calculated based on expected payroll
<b>Total 5000.00 · Salaries and Related Expenses</b>	<b>1,651,656</b>	<b>1,354,681</b>	<b>928,350</b>	<b>0</b>	<b>1,286,045</b>	<b>5,220,732</b>	<b>5,104,413</b>	<b>3,549,217</b>	<b>68.0%</b>	<b>2.3%</b>	
<b>5200.00 · Administration Expenses</b>											
5203.00 · Bank and Credit Card Fees	500	0	0	0	0	500	500	450	90.0%	0.0%	Based on Current FY Actual
5204.00 · Coalitions	18,500	0	0	0	0	18,500	22,200	12,013	64.9%	-16.7%	CVCWA (\$4,200 Mercury Study), IRWMP (\$5,000), WRCW (\$9,000)
5205.00 · County - LAFCO	9,000	0	0	0	0	9,000	8,500	8,885	98.7%	5.9%	Estimated Annual Fee
5210.00 · County - Processing Fees	14,000	0	0	0	0	14,000	13,000	6,061	43.3%	7.7%	Estimated Annual Fee
5215.00 · Dues and Memberships	26,000	3,000	0	0	2,500	31,500	30,920	28,925	91.8%	1.9%	CASA (\$17,000), CSDA (\$7,500), CVCWA (\$800), Oakley Chamber (\$500), Costco (\$120), Underground Service Alerts, CWEA Memberships, WEF
5220.00 · Election Expenses	20,000	0	0	0	0	20,000	0	0	0.0%		Election Year
5225.00 · Employee Events & Appreciation	27,000	500	500	0	1,500	29,500	28,200	17,545	59.5%	4.6%	Xmas party, Morale boosters, GM staff appreciation expenses, Spring, Summer, Fall, Winter and Thanksgiving Staff luncheons.
5228.00 · Employee Wellness Program	5,000	1,000	0	0	0	6,000	7,000	6,518	108.6%	-14.3%	Employee Assistance Program, ergonomics and posture related equipment
5230.00 · Expensed Equip/Furn/Software	5,000	1,500	0	0	5,000	11,500	22,000	10,710	93.1%	-47.7%	TVs for Boardroom
5235.00 · Licenses/Permits/Certifications	4,000	10,000	5,000	0	50,000	69,000	65,000	57,500	83.3%	6.2%	Operator Certifications and SWRCB Permit fees (\$36K), BAAQMD (\$10K), CSLC (\$3K), CC Health (\$6K), CWEA (\$1K), Other (\$9K)
5240.00 · Office Supplies and Expenses	10,000	4,000	1,500	0	2,500	18,000	16,000	14,509	80.6%	12.5%	Based on expected actual
5242.00 · Physicals & Exams	0	2,000	1,000	0	600	3,600	4,100	602	16.7%	-12.2%	DMV Physicals and Datco Drug Testing
5245.00 · Postage and Delivery	1,500	500	0	0	500	2,500	2,000	997	39.9%	25.0%	Based on expected actual
5248.00 · Printing and Reproduction	1,200	0	0	0	1,000	2,200	2,200	1,661	75.5%	0.0%	Sharp USA Copier Maintenance
5250.00 · Public Education and Outreach	15,000	0	0	0	0	15,000	15,000	1,639	10.9%	0.0%	\$15,000 public outreach and open house events
5255.00 · Records Management	3,500	0	0	0	0	3,500	2,000	1,050	30.0%	75.0%	ECS Imaging, Shredding and program license fee.
5265.00 · Subscriptions and Notices	2,000	1,500	300	0	0	3,800	7,300	3,694	97.2%	-47.9%	Based on expected actual
5270.00 · Telecommunications											
5270.10 · Cellular Reimbursement	3,360	4,200	6,840	0	4,200	18,600	18,000	13,125	70.6%	3.3%	Based on cell reimbursements currently in place
5270.20 · Office Line, Internet and Data	27,500	2,700	0	0	2,400	32,600	31,700	25,457	78.1%	2.8%	TPx \$6,240, Microsoft Exchange \$1,457, Mitel \$8,724, Comcast \$10,020, Verizon for iPads
<b>Total 5270.00 · Telecommunications</b>	<b>30,860</b>	<b>6,900</b>	<b>6,840</b>	<b>0</b>	<b>6,600</b>	<b>51,200</b>	<b>49,700</b>	<b>38,582</b>	<b>75.4%</b>	<b>3.0%</b>	
5273.00 · Temporary Support Services	0	0	0	3,700	7,000	10,700	13,500	3,490	32.6%	-20.7%	Non Employee Temporary Staffing
5275.00 · Training, Tuition and Conferences	56,000	9,000	2,000	0	25,000	92,000	81,000	50,609	55.0%	13.6%	Training, Tuition costs for admin staff (\$17K), directors (\$24K) and ISD for mandatory organizational wide trainings.
5295.00 · Miscellaneous Administration	4,000	1,000	0	0	0	5,000	5,000	(353)	-7.1%	0.0%	Placeholder for unexpected costs
<b>Total 5200.00 · Administration Expenses</b>	<b>253,060</b>	<b>40,900</b>	<b>17,140</b>	<b>3,700</b>	<b>102,200</b>	<b>417,000</b>	<b>395,120</b>	<b>265,087</b>	<b>63.6%</b>	<b>5.5%</b>	

ISD All Departments FY20/21 Budget Detail

	Headquarters	Collections	Jersey	Recycled Water	WRF	FY 20/21 Budget	FY 19/20 Budget	FY 19/20 9 Months Actual (75%)	Actual YTD % of FY 20/21 Budget	Budget 20/21 % Change Budget 19/20	Comments
<b>5300.00 - Insurance</b>											
5310.00 - CSRMA Business Package	140,000					140,000	140,000	114,210	81.6%	0.0%	Based on Expected Actual
5320.00 - Fidelity Bond	1,300					1,300	1,300	1,300	100.0%	0.0%	Based on Expected Actual
<b>Total 5300.00 - Insurance</b>	141,300	0	0	0	0	141,300	141,300	115,510	81.7%	0.0%	
<b>5400.00 - Operations and Maintenance</b>											
5402.00 - Bio-Solids Removal	0	0	0	0	170,000	170,000	140,000	94,436	55.6%	21.4%	Expected higher rates
5408.00 - Encroachment Permits	0	7,000	0	0	7,000	7,000	1,200	0	0.0%	483.3%	
5410.00 - Equipment Rental	0	6,000	3,000	1,000	4,000	14,000	20,500	10,918	78.0%	-31.7%	Boomlift for Crane Inspections/Grit Classifier Service, Crane Rental, Various Other
5420.00 - Fuel											
5420.20 - Diesel - On Road	0	10,000	5,000	0	0	15,000	12,000	11,363	75.8%	25.0%	Expecting no significant change in prices or consumption
5420.30 - Diesel - Off Road	0	1,000	55,000	0	4,000	60,000	52,000	36,350	60.6%	15.4%	increase due to full time farm irrigation with two river pumps
5420.60 - Gasoline	2,000	17,000	7,500	0	300	26,800	25,800	18,085	67.5%	3.9%	Expecting no significant change in prices or consumption
<b>Total 5420.00 - Fuel</b>	2,000	28,000	67,500	0	4,300	101,800	89,800	65,798	64.6%	13.4%	
5425.00 - Janitorial Service and Supplies	8,000	8,000	6,500	0	12,000	34,500	23,300	25,573	74.1%	48.1%	As Contracted. Added Window cleaning for Admin building.
5430.00 - Jersey Island Use Expense	0	0	0	0	0	0	0	0			
5435.00 - Landscaping Services & Supplies	8,700	6,000	0	0	7,300	22,000	20,200	11,077	50.4%	8.9%	As Contracted
5440.00 - Maintenance and Repair											
5440.05 - Building Maintenance and Security	7,200	10,000	5,000	0	14,000	36,200	39,000	27,033	74.7%	-7.2%	Paint, Lights, General Repairs, Locksmith, Rollup Doors, Pest Control (\$6K), Security (\$2K), HVAC and Various Other
5440.10 - Collection System Repair	0	40,000	0	0	0	40,000	50,000	46,015	115.0%	-20.0%	Non Capitalized Repairs to System. FY 19/20 actual included bid prep services for \$11,725
5440.20 - Farm and Field Maintenance	0	0	110,000	0	0	110,000	106,000	48,041	43.7%	3.8%	See cost increases
5440.25 - Ground Maintenance	13,500	3,600	18,000	0	9,000	44,100	37,200	48,784	110.6%	18.5%	Weed Spray, Irrigation/plants/tree R/R, Pesticides
5440.30 - Levee Maintenance	0	0	0	0	0	0	0	0			None Expected
5440.35 - Pond Maintenance	0	0	0	0	5,000	5,000	5,000	0	0.0%	0.0%	Preliminary #...If pond dries completely this will change to \$0.
5440.40 - Road Repairs	0	0	50,000	0	0	50,000	50,000	0			Carryover from FY 19/20 because no repairs could be done
5440.50 - Undercrossing Maintenance	4,000	0	0	0	0	4,000	4,000	300	7.5%	0.0%	Based on expected cost
5440.55 - Vehicle & Equip. Maintenance	500	20,000	65,000	0	5,000	90,500	90,500	51,158	56.5%	0.0%	
5440.60 - WRF Maintenance & Repair	0	0	0	0	292,000	292,000	270,000	140,304	48.0%	8.1%	Equipment Maintenance/Repairs, Equipment Replacement <\$5,000 Capitalization Policy. Includes Rotork (\$15k), Neuros (\$76k), IR/Cisco, Shape (\$9k).
<b>Total 5440.00 - Maintenance and Repair</b>	25,200	73,600	248,000	0	325,000	671,800	651,700	361,635	53.8%	3.1%	
5450.00 - Mosquito Abatement	0	0	12,000	0	0	12,000	12,000	2,250	18.8%	0.0%	
5455.00 - Nexgen/CMMS	0	6,000	0	0	9,000	15,000	12,500	37,825	252.2%	20.0%	Nexgen Annual Subscription \$9,000
5460.00 - Supplies and Materials											
5460.20 - Chemicals	0	10,000	0	0	75,000	85,000	75,000	57,016	67.1%	13.3%	Polymer \$25K, Sodium Hypochlorite \$5K, Citric Acid \$20K, Aluminum Sulfate \$15K (Bulk pricing), Collections \$10,000
5460.40 - Lab Supplies	0	0	0	0	8,000	8,000	10,000	868	10.9%	-20.0%	Lab Tests
5460.60 - Maintenance Supplies	0	1,500	3,000	0	6,000	10,500	11,000	5,979	56.9%	-4.5%	
5460.80 - Operating Supplies	0	2,500	4,000	1,000	8,000	15,500	16,000	2,327	15.0%	-3.1%	Mechanics gloves, misc. vehicle cleaners, paint etc.
<b>Total 5460.00 - Supplies and Materials</b>	0	14,000	7,000	1,000	97,000	119,000	112,000	66,190	55.6%	6.3%	
5470.00 - Qrtly Ground watering Monitoring	0	0	0	0	9,000	9,000	9,000	6,918	76.9%	0.0%	
5475.00 - Reclamation Assessments	5,500	0	166,283	0	166,282	338,065	338,065	338,219	100.0%	0.0%	RD830 Assessment, and RD799
5480.00 - Safety Related Expenses	2,000	8,000	6,000	0	10,000	26,000	26,000	15,801	60.8%	0.0%	Safety Related Expenses and Training
5485.00 - Telemetry System & Calibration	0	5,000	0	0	45,000	50,000	50,000	8,526	17.1%	0.0%	SCADA, Radios, Flow Meters R/R, UPS replacement, JSP.
5488.00 - Tools and Expensed Equipment	0	7,500	6,500	0	6,000	20,000	24,000	14,856	74.3%	-16.7%	Mechanics hand tools, replacing old farm tools
5490.00 - Uniforms and Servicing	0	9,000	8,000	0	8,000	25,000	25,000	15,438	61.8%	0.0%	Annual servicing and purchases of replacement uniforms

ISD All Departments FY20/21 Budget Detail

	Headquarters	Collections	Jersey	Recycled Water	WRF	FY 20/21 Budget	FY 19/20 Budget	FY 19/20 9 Months Actual (75%)	Actual YTD % of FY 20/21 Budget	Budget 20/21 % Change Budget 19/20	Comments
<b>Total 5400.00 - Operations and Maintenance</b>	51,400	178,100	530,783	2,000	872,882	1,635,165	1,555,265	1,075,460	65.8%	5.1%	
<b>5600.00 - Professional Services</b>											
5605.00 - Accounting Services	125,000	0	0	0	0	125,000	125,000	82,678	66.1%	0.0%	Michael Welty, CPA
5610.00 - Auditing and Tax Services	16,000	0	0	0	0	16,000	16,000	10,000	62.5%	0.0%	Cost of Annual Audit
5620.00 - Caretaker Costs	0	0	16,800	0	0	16,800	16,800	12,600	75.0%	0.0%	Carol Moss Caretaker - \$1,400 per month
5630.00 - Consulting Services				0							
5630.10 - Connection Rate Studies	0	0	0	0	0	0	35,000	27,746			No planned rate study as completed FY 19/20
5630.15 - Engineering Services	155,000	0	0	0	0	155,000	150,000	96,724	62.4%	3.3%	VW Housen & Associates General Engineering services (excludes capital project design and management)
5630.20 - Financial Analysis Projections	5,000	0	0	0	0	5,000	4,500	4,120	82.4%	11.1%	GASB 68 and 75 Actuarial Reports
5630.25 - Geotechnical Services	0	0	0	0	0	0	5,000	980	#DIV/0!	-100.0%	Not expected for FY 20/21
5630.30 - GIS and Mapping	0	15,000	0	0	0	15,000	5,000	13,338	88.9%	200.0%	
5630.40 - Grant Development	0	0	0	0	0	0	0	0			
5630.45 - HR Analysis and Services	60,000	0	0	0	0	60,000	60,000	25,467	42.4%	0.0%	RGS (\$60,000)
5630.50 - Information Technology	7,500	1,500	2,000	0	0	11,000	12,000	10,740	97.6%	-8.3%	MY PC Partners and Other
5630.55 - Inspection Services	0	0	0	0	0	0	0	0	#DIV/0!		
5630.60 - Regulatory and Environmental	0	0	0	0	20,000	20,000	20,000	6,861	34.3%		Regulatory Assistance
5630.65 - Programming Services	0	53,000	0	0	10,000	63,000	63,000	695	1.1%	0.0%	Worksmart Automation, Supply PS Data Integration, Scada Programming for Flow Analysis (\$53K)
5630.80 - Strategic and Other Planning	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	
5630.85 - Studies and Assessments	300,000	0	0	0	0	300,000	25,000	40,750	13.6%	1100.0%	Bio-Solids Master Plan
5630.90 - Other Contracted Services	10,000	0	0	0	0	10,000	10,000	8,746	87.5%		Place holder for unexpected consulting services
<b>Total 5630.00 - Consulting Services</b>	537,500	69,500	2,000	0	30,000	639,000	389,500	236,167	37.0%	64.1%	
5650.00 - Lab Testing											
5650.20 - General Lab Services	0	1,000	0	0	35,000	36,000	36,000	24,861	69.1%	0.0%	FGL, To reflect actual usage
<b>Total 5650.00 - Lab Testing</b>	0	1,000	0	0	35,000	36,000	36,000	24,861	69.1%	0.0%	
5660.00 - Legal Services											
5660.10 - General Business Issues	90,000	0	0	0	0	90,000	90,000	62,326	69.3%	0.0%	
5660.40 - Personnel Related	10,000	0	0	0	0	10,000	10,000	660	6.6%	0.0%	
<b>Total 5660.00 - Legal Services</b>	100,000	0	0	0	0	100,000	100,000	62,986	63.0%	0.0%	
5670.00 - Payroll Processing Fees	12,000	0	0	0	0	12,000	12,000	8,150	67.9%	0.0%	ADP and 125 Plan Fees
5680.00 - Public Outreach Services	52,500	0	0	0	0	52,500	52,500	15,600	29.7%	0.0%	Gelke Promotions - PR Services and Newsletter
<b>Total 5600.00 - Professional Services</b>	843,000	70,500	18,800	0	65,000	997,300	747,800	453,042	45.4%	33.4%	
<b>5800.00 - Utilities</b>											
5810.00 - Diablo Water District	1,300	5,000	0	0	1,100	7,400	5,800	6,443	87.1%	27.6%	DWD lift station wash water, potable water for office, shop and plant
5860.00 - Electric and Gas	10,000	75,000	15,000	0	520,000	620,000	626,000	448,642	72.4%	-1.0%	PG&E and CA PV Energy
<b>Total 5800.00 - Utilities</b>	11,300	80,000	15,000	0	521,100	627,400	631,800	455,085	72.5%	-0.7%	
6000.00 - Depreciation Expense	100,000	1,365,000	175,000	0	2,260,000	3,900,000	3,900,000	2,925,000	75.0%	0.0%	
<b>Total Expense</b>	3,051,716	3,089,181	1,685,073	5,700	5,107,227	12,938,897	12,475,698	8,838,401	68.3%	3.7%	
<b>Net Operating Income (Deficit)</b>	10,176,874	(3,089,181)	(1,308,773)	(5,700)	(5,107,227)	665,993	(7,797)	1,211,096	181.8%	-8641.2%	



ISD All Departments FY20/21 Budget Detail

Headquarters	Collections	Jersey	Recycled Water	WRF	FY 20/21 Budget	FY 19/20 Budget	FY 19/20 9 Months Actual (75%)	Actual YTD % of FY 20/21 Budget	Budget 20/21 % Change Budget 19/20	Comments
<b>Other Income/Expense</b>										
<b>Other Income</b>										
7500.00 · Cattle Sales		1,050,000			1,050,000	1,050,000	601,306	57.3%	0.0%	Based on value of sales at current market conditions
7600.00 · Gain (Loss) Sale of Assets	0				0	0	0		#DIV/0!	
7700.00 · Interest and Dividend Income	200,000				200,000	275,000	272,165	136.1%	-27.3%	
7800.00 · Unrealized Gains and (Losses)	0				0	0	118,781			
	200,000	0	1,050,000	0	0	1,250,000	1,325,000	992,252	79.4%	-5.7%
<b>Other Expense</b>										
<b>8500.00 · Cattle Operation Expenses</b>										
8510.00 · Salaries and Related Expenses										
8510.10 · Salaries and Wages		180,000			180,000	150,000	139,003	77.2%	20.0%	
8510.1t · Temporary Staff Wages		20,000			20,000	20,000	6,571	32.9%	0.0%	
8510.20 · Health, Life & Disability		51,600			51,600	30,000	38,868	75.3%	72.0%	
8510.30 · Retirement - CalPERS		36,000			36,000	23,000	27,721	77.0%	56.5%	
8510.80 · Workers Compensation		9,000			9,000	13,000	6,682	74.2%	-30.8%	
8510.90 · Payroll Taxes - Employer		3,200			3,200	3,900	2,518	78.7%	-17.9%	
Total 8510.00 · Salaries and Related Expenses	0	0	299,800	0	0	299,800	239,900	221,363	73.8%	25.0%
8520.00 · Dues & Subscriptions		1,600			1,600	1,400	1,480	92.5%	14.3%	
8525.00 · Expensed Equipment		0			0	0	0			
8530.00 · Feed		12,000			12,000	12,000	12,676	105.6%	0.0%	Outside feed like minerals and supplements
8535.00 · Fencing		25,000			25,000	25,000	54	0.2%	0.0%	
8540.00 · Fuel										
8540.20 · Diesel - On Road		2,600			2,600	2,600	2,207	84.9%	0.0%	
8540.30 · Diesel - Off Road		3,150			3,150	3,150	2,865	91.0%	0.0%	
8540.60 · Gasoline		3,000			3,000	4,050	2,181	72.7%	-25.9%	
Total 8540.00 · Fuel	0	0	8,750	0	0	8,750	9,800	7,253	82.9%	-10.7%
8545.00 · Operating Supplies		22,000			22,000	22,000	5,298	24.1%	0.0%	
8550.00 · Replacement Cattle		55,000			55,000	52,000	38,225	69.5%	5.8%	replacement costs follow the market conditions
8553.00 · State Inspection Fees		2,000			2,000	2,000	652	32.6%	0.0%	Department of Ag Inspection Fees
8555.00 · Trucking		6,000			6,000	5,000	4,700	78.3%	20.0%	
8560.00 · Vaccination Supplies		52,500			52,500	51,000	28,856	55.0%	2.9%	
8565.00 · Vehicle/Equipment Maintenance		5,000			5,000	5,000	10,451	209.0%	0.0%	
8570.00 · Veterinary Services		7,600			7,600	7,500	4,110	54.1%	1.3%	
8595.00 · Miscellaneous		1,200			1,200	1,200	0	0.0%	0.0%	
Total 8500.00 · Cattle Operation Expenses	0	0	498,450	0	0	498,450	433,800	335,118	67.2%	14.9%
8995.00 · Interest Expense	0				0	0	0			
<b>Total Other Expense</b>	0	0	498,450	0	0	498,450	433,800	335,118	67.2%	14.9%
<b>Net Other Income(Expense)</b>	200,000	0	551,550	0	0	751,550	891,200	657,134	87.4%	-15.7%
<b>Net Income (Deficit)</b>	10,376,874	(3,089,181)	(757,223)	(5,700)	(5,107,227)	1,417,543	883,403	1,868,230	131.8%	60.5%

<b>Debt Service</b>	(2,937,701)					(2,937,701)	(2,937,701)			
<b>Net Income (Deficit) Including Debt Service</b>	7,439,173	(3,089,181)	(757,223)	(5,700)	(5,107,227)	(1,520,158)	(2,054,298)			
<b>Excluding Depreciation</b>	100,000	1,365,000	175,000	0	2,260,000	3,900,000	3,900,000			
<b>Net Cash Inflow (Outflow) - Excluding CIP</b>	7,539,173	(1,724,181)	(582,223)	(5,700)	(2,847,227)	2,379,842	1,845,702			

ISD  
Net Revenue Test  
FY 20/21

	<u>NBS Model</u> <u>FY 20/21</u>
<b>Net Revenue Test</b>	
Revenue:	
Operating Revenues	13,604,890
Non-Operating Revenues	<u>1,250,000</u>
Total Revenue	<u>14,854,890</u>
Expenses:	
Operating Expenses	12,938,897
Non-Operating Expenses	498,450
Less: Depreciation	<u>(3,900,000)</u>
	<u>9,537,347</u>
Net Revenue	5,317,543
Required Net Revenue for 1.0 Debt Coverage Ratio	<u>2,937,700</u>
Net Revenue Overage (Deficiency)	<u><u>2,379,843</u></u>
Pass Net Revenue Requirement	TRUE

ISD  
 Net Asset Reserve Analysis and Rollforward  
 FY 20/21

	Unrestricted					Restricted			
	Operations	Rate Stabilization	Capital Expenditure	Jersey Trail Use	Total Unrestricted	Debt Service	Capacity	Total Restricted	Total
Estimated Balance 6/30/20	5,563,453	732,000	7,000,000	35,500	13,330,953	2,937,701	4,300,000	7,237,701	20,568,654
Expected Inflows	13,456,190			800	13,456,990		1,197,900	1,197,900	14,654,890
Interest Income	160,000				160,000		40,000	40,000	200,000
Expected Disbursements	(9,537,347)		(2,578,110)	0	(12,115,457)		(322,619)	(322,619)	(12,438,076)
Debt Service Payment	(1,571,670)				(1,571,670)		(1,366,031)	(1,366,031)	(2,937,701)
Transfers for Operating Excess	(2,199,173)		2,199,173		0			0	0
Transfers - Expansion for Debt Coverage	0				0		0	0	0
Transfers - Advalorem	(308,000)		308,000		0			0	0
Estimated Balance 6/30/21	5,563,452	732,000	6,929,063	36,300	13,260,815	2,937,701	3,849,250	6,786,951	20,047,766
Est. Change in Net Asset Reserve Balance	(0)	0	(70,937)	800	(70,137)	0	(450,750)	(450,750)	(520,887)
Reserve Requirements per Adopted Policies:									
Target	5,563,453	1,589,558	15,422,030	800		2,937,701	N/A		
Minimum	3,179,116	794,779	1,422,030	400		2,937,701	N/A		
Maximum	5,563,453	N/A	30,844,061	1,600		N/A	N/A		
Meets Target Expectation	TRUE	FALSE	FALSE	TRUE		TRUE			
Pass Minimum Balance Requirement	TRUE	FALSE	TRUE	TRUE		TRUE			
Does not Exceed Maximum Balance	TRUE	N/A	TRUE	FALSE					

**Policy Attributes:****Operating Reserve**

One Month Budgeted Operating Costs excluding Depreciation and Expansion costs	794,779
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Four Month Budgeted Operating Costs excluding Depreciation and expansion costs	3,179,116
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Seven Months Budgeted Operating Costs excluding Depreciation and Expansion costs	5,563,453
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Twelve Months Budgeted Operating Costs excluding Depreciation and Expansion costs	9,537,347
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Excess Operating Reserve	(0)
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**Rate Stabilization Reserve**

Two Months Budgeted Operating Costs excluding Depreciation and expansion costs	1,589,558
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**Capitalization Reserve**

Cost Basis of Capital Assets 3/31/18	142,203,026
Minimum Balance @ 1%	1,422,030
Five Year Capital Plan	14,000,000

**Jersey Island Reserve**

One Year of User Fees	800
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**Debt Service Reserve**

Annual Debt Service	2,937,701
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Ironhouse Sanitary District  
Significant Budget Highlights and Assumptions  
FY 20/21

## Revenue

1. Sewer services charges based on NBS realignment and an overall 9% increase in rates.
2. No budget for inspection and plan check fees since estimate not readily determinable.
3. Estimated 150 new connections. Expansion and trunk-line capacity fees combined into one capacity fee as calculated by NBS. Connection fee of \$1,392 eliminated; however, reduction is made-up in higher capacity fee. Year-over-year budget increase in connection related fees \$49,699.
4. Budget for RD830 management fee eliminated.

## Expenses

### Salaries and Related Expenses:

1. Merit/COLA increase currently set at 2.5%. Will be adjusted to CPI-W index for SF/Oakland/Hayward April 2019 to April 2020 change when available.
2. Medical premium cap established at 90% of Kaiser family rate or \$1,798.25 which is a slight increase from FY 19/20 cap of \$1,797.71. Estimated 8% increase effective January 2021 (4% effective rate increase for FY).
3. CalPERS retirement contribution for Classic employees increasing from 33.7% to 35.7%. PEPRA employee's contribution increasing from 7.5% to 8.2%. ISD continues to pay 7% of 8% required employee contribution for Classic employees. Overall expected increase in retirement budget (including unfunded liability) of \$72,927.

### Operations and Maintenance:

1. Bio-Solids removal budget increase from \$140,000 to \$170,000 due to higher trucking and storage rates.

### Professional Services:

1. No budget for connection rate studies as study completed in FY 19/20.
2. Studies and Assessments includes \$300,000 for Bio-Solids Master plan.

### Other Income:

1. Interest income budget is decreasing from \$275,00 to \$200,000. The decrease is reflective of significantly lower interest rates and expected drawdown of capital expenditure reserve for planned capital improvements.