MFMO

TO: Board of Directors

FROM: District Manager

PREPARED BY: Director of Finance & Business Services

SUBJECT: FINANCE & BUSINESS SERVICES STATUS REPORT

DATE: June 18, 2020

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Finance & Business Services Department Status Report.

BACKGROUND:

BUDGET

The adopted budget has been posted to the website.

CUSTOMER SERVICE SUPPORT

- Monthly Consumption by Customer Class
- Customer Service stat and information
- Weekly Call Log

REVENUE STABILIZATION RATE ANALYSIS

This packet contains the current consumption as compared to the prior 3 year averages for the revenue rate stabilization. As of April 2020 consumption, the cumulative consumption is 2% above the baseline. There are no triggers identified per the revenue stabilization rate policy.

COVID-19

The front office has been closed to the public since 3/17. For the most part business has been able to be conducted as usual. Cash payments have the most limitations, being no change can be provided. Some customers are still placing cash in the drop box during office hours and letting staff know through the window. There are a few employees working from home to provided better spacing of staff in the office, as well as to ensure business could continue to be conducted if someone did fall ill. The past due process has been temporarily suspended until further notice. The front office has been working on a

re-opening plan. Safety glass has been installed and additional safety precautions will be in place. Office hours have changed to be open to the public for phone calls (and eventual walk-ins) from 9am-12pm, 1pm-4pm. Some agencies are considering no longer having office hours. We have reduced it to be two 3 hour blocks. This allows staff more flexibility and efficiencies for having uninterrupted work.

AUDIT

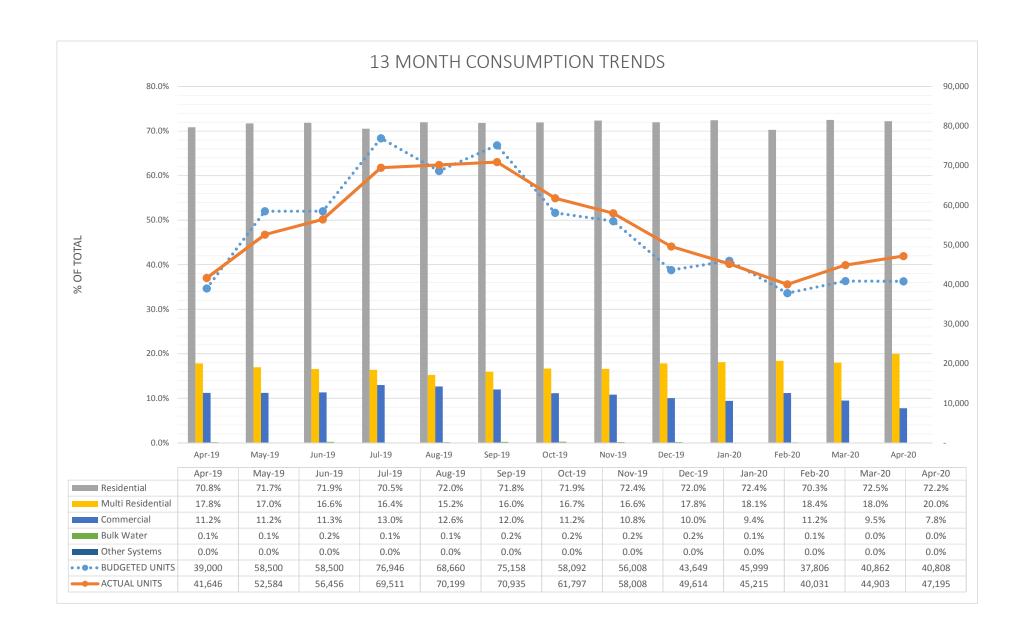
Interim audit work will be performed remotely. This will begin to occur over the next few weeks.

FINANCIAL SUMMARY

April YTD is tracking higher than expected, this is likely due to more people working from home and low rainfall. Consumption has balanced back out to be similar to expected, there has been a slight up-tick in usage during March-May due to more people working from home. As identified through the budget process, expenses are expected to come in slightly better than budget. Please see the Financial report for further detail.

- Operating Revenue: Consumption is tracking similar to prior years.
- Operating Expenses: Expenses are in line with expectations, given the large volume of annual invoices typically paid in July of each year. While there will be some savings from timing of new hires, the PG&E PSPS events were unanticipated increased expenditures.
- Operating Income (loss): Summer months typically carry a higher operating income, that helps carry us through the lower winter consumptions months.
- Overall Outlook: The numbers are in line with expectations. We will continue to monitor consumption trends for any significant shifts from expectations.

		Apr	il		Full	Year
	Curr	ent Month		YTD	Budget	% of Budget
Operating Revenue	\$	823,777	\$	8,666,881	\$10,817,670	80%
Operating Expenses	\$	522,024	\$	6,028,370	\$ 7,817,156	77%
Operating Income	\$	301,754	\$	2,638,511	\$ 3,000,514	88%



CUSTOMER SERVICE DEPT SUMMARY

These statistics are meant to show some of the trends and fluctuations in utility billing related items. Management will use these to look for abnormalities or seasonal trends that can impact staff time. For example, the cut in/out process is typically correlated to the real estate market.

								*	*			*	*	*	*
Monthly Stats:	May-20	Apr-20	Mar-20	Feb-20	Jan-20	Dec-19	Nov-19	Oct-19	Sep-19	Aug-19	Jul-19	Jun-19	May-19	Apr-19	Mar-19
Cut In/Outs	29	34	21	32	36	48	48	42	58	83	142	97	105	83	60
Tags	0	0	0	0	154	222	151	90	120	184	169	95	256	95	238
Turn-offs	0	0	0	0	42	40	33	14	30	38	23	21	30	35	19

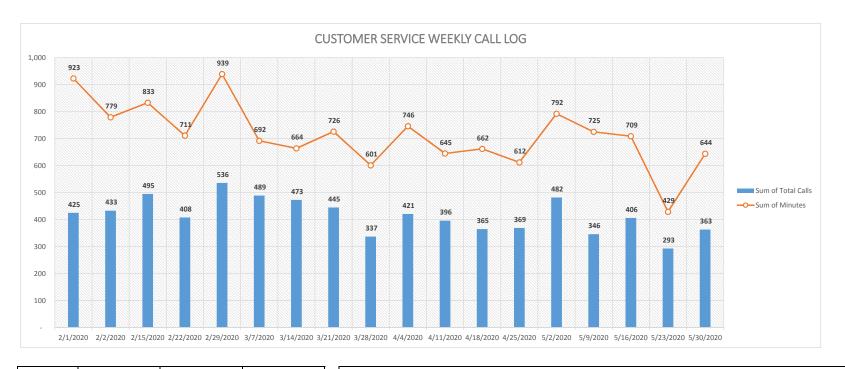
These statistics were initially used to help show growth of online use with Springbrook. These will become even more meaningful as the District does a push to encourage people to savetime and money by signing up online to pay bills and e-bills.

Online / Going Green [1]

As of 05/31/2020															
Online Sign-ups	4,911	4,862	4,806	4,748	4,706	4,649	4,646	4,589	4,504	4,439	4,414	4,334	4,293	4,240	4,184
E-Bills	1,907	1,880	1,861	1,836	1,806	1,794	1,781	1,763	1,727	1,697	1,686	1,624	1,590	1,522	1,413
Auto Pay	3,095	3,076	3,051	3,015	2,987	2,962	2,943	2,901	2,874	2,778	2,707	2,518	2,551	2,725	2,706

^{*} Due to timing, had abnormal tag periods

^[1] Please note these numbers are slightly higher than actuals being utilized. When a person closes their account, they typically leave their online account active for a while for their own personal records. We currently do not have an easy way to break down to only active customers.



	Incomir	ng Calls	Outgoi	ng Calls	Total	Calls	Weekly Notes
Week Ending	# Calls	Minutes	# Calls	Minutes	# Calls	Minutes	
2/1/2020	284	821	141	102	425	923	Turn off, Main Breaks,15177 Bear Creek Rd.,.
2/2/2020	272	632	161	147	433	779	Apple Knoll, Lorenzo Ave., E. Lomond.
2/15/2020	284	647	211	186	495	833	Main break Hwy 9
2/22/2020	237	528	171	184	408	711	Holiday, Flushing Begins, 113 Oak St., 222 Main St., 151 High St., Harmon
2/29/2020	342	724	194	215	536	939	Flushing South System, 455 Hillview, 440 Orman, Willowbrook Dr., 1401 Bear Creek Rd. 13090 Pine St., past due notices
3/7/2020	278	537	211	155	489	692	Flushing Soutth System,212 Riverside Park Dr., 365 Felton Empire, 750 Park Dr., 12489 Coleman Ave.
3/14/2020	271	503	202	161	473	664	Flushing, Scenic Way & Hillcrest, 440 Orman, Lockewood Ln, 14401 Bear Creek Rd.
3/21/2020	245	429	200	297	445	726	Flushing Lompico Eastside, past due notices.
3/28/2020	243	503	94	98	337	601	Flushing Lompico Eastside
4/4/2020	331	692	90	55	421	746	Flushing Manana Woods, Main Breaks: 9430 Manzanita Ave., Woodston Way
4/11/2020	280	533	116	113	396	645	Flushing Lompico, Main Breaks: 2001 River Rd., 255 Zayante School Rd.
4/18/2020	290	612	75	50	365	662	Flushing Lompico, Main Breaks: 155 Creek Ct., 15 Brimblecom Rd., 119 Royal Oak Ct., 1141 Laurel Ave., 10408 Railroad Ave., 250 Keller Dr.
4/25/2020	264	562	105	50	369	612	Main Breaks: 13220 Railroad Ave., Crescent Dr., 140 Apple Knoll
							Main Breaks: Rancho Rio Ave., 490 Huckleberry Ln., 200 Caledonium Ave., 515 Middleton Dr., 850 Block of Hwy 9, 10578 Visitar St., 266 Blue Ridge Dr.,
5/2/2020	337	676	145	116	482	792	1299 La Lana St.,
5/9/2020	251	594	95	131	346	725	Main Breaks: 320 Blue Ridge Dr., 1090 Dundee Ave., 490 Huckleberry Ln., 14630 Two Bar Rd., 231 Main St., Juanita Wood & Apple Knoll.
5/16/2020	292	632	111	77	406	709	Main Breaks: 820 River Dr., Love Creek, Rancho Rio Bridge, 8195 Oak & Hermosa, 8050 Hermosa.
5/23/2020	213	372	80	57	293	429	Main Breaks: 135 Coon Heights Rd., 231 Main St.
5/30/2020	269	571	94	73	363	644	Closed for Memorial Day, Main Breaks: 300 Riverside Park Dr., Booth Ln, Glen Arbor Rd., 6205 Hwy 9.

REVENUE STABILIZATION RATE ANALYSIS FY1920

In accordance with the District's Revenue Stabilization Rates Policy & Procedures, the District Manager shall provide the Board of Directors with the average units of water sales (by month) for the rolling previous three years, which will serve as the baseline against which current annual sales to date will be compared. If the District Manager determines that budget-year water sales (in units) to date, and corresponding revenue, is more than 10% below expected year-to-date levels (based on monthly averages over the previous three years), the District Manager shall notify, at a public meeting, the Board of Directors of this determination at or before the next regularly scheduled Board meeting. For more information, please refer to the District's full Policy & Procedures.

MONTHLY CONSUMPTION IN UNITS BY FISCAL YEAR (BASELINE)

	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
FY1617	74,199	73,414	71,825	59,518	41,777	45,698	45,401	37,667	41,173	42,898	52,932	68,388	654,889
FY1718	81,254	78,331	76,259	65,658	58,601	42,693	48,947	40,431	42,401	41,263	52,088	69,321	697,247
FY1819	69,843	76,594	70,487	62,230	58,962	47,684	44,397	37,442	37,870	41,646	52,584	56,456	656,195
3 YR AVERAGE (BASELINE)	75,099	76,113	72,857	62,469	53,113	45,358	46,248	38,513	40,481	41,936	52,535	64,722	669,444
ACTUAL FY1920 CONSUMPTIO FY1920	N 69,511	70,199	70,935	61,797	58,008	49,614	45,215	40,031	44,903	47,195			557,409
CUMULATIVE ANALYSIS % Above or Below Average Cumulative %	-7% -7%	-8% -8%	-3% -6%	-1% -5%	9% - 3%	9% - 1%	-2% - 1%	4% - 1%	11% 0%	13% 1%			

NOTES:

Consumption is cumulatively slightly below the prior three year average baseline. As of April 2020 consumption, the cumulative consumption is 1% above the baseline. There are no triggers identified per the revenue stabilization rate policy.

OPERATING ANALYSIS - APRIL 2020

REVENUE BY CATEGORY

DESCRIPTION

WATER USAGE
BASIC CHARGES
METERS, PENALTIES & OTHER
SEWER CHARGES

TOTAL OPERATING REVENUE

(OMPARII	NG A	AGAINST P	COMPARING AGAINST BUDGET				
	% OF				Act. % of	ANNUAL	% of	
ACTUALS	TOTAL	PR	IOR YEAR	\$ Diff.	% Diff.	Budget	BUDGET	Annual
\$ 542,404	65.8%	\$	455,118	\$ 87,286	19%	7%	\$ 7,395,500	68%
269,219	32.7%		253,744	15,475	6%	9%	3,163,000	29%
175	0.0%		3,480	(3,305)	-95%	0%	127,000	1%
11,980	1.5%		10,013	1,967	20%	9%	132,170	1%
\$ 823,777	100.0%	\$	722,354	\$ 101,423	14%	8%	\$ 10,817,670	100%

REVENUE COMMENTS

Water Usage: April 2020 was 8% higher the same time of the prior year. Remaining basic charge $\,$

increase was due to the rate increase.

Sewer Charges: New rates went into effect Dec 19.

EXPENSES BY CATEGORY

DESCRIPTION

SALARIES & BENEFITS
CONTRACT/PROF. SERVICES
OPERATING EXPENSES
MAINTENANCE
FACILITIES
GEN. & ADMIN.
TOTAL OPERATING EXPENSES

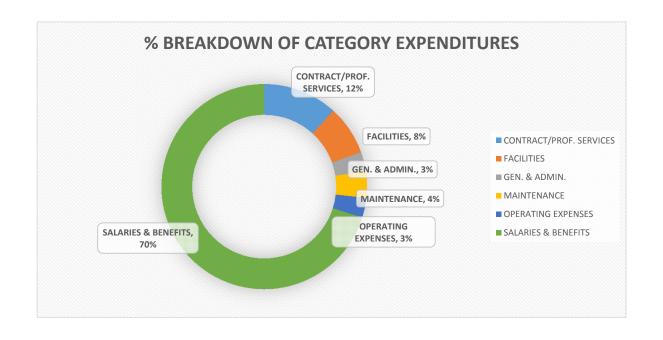
(OMPARII	NG /	AGAINST P	COMPARING AGAINST BUDGET					
	% OF					Act. % of		ANNUAL	% of
ACTUALS	TOTAL	PR	IOR YEAR	\$ Diff.	% Diff.	Budget		BUDGET	Annual
\$ 366,162	70.1%	\$	334,143	\$ 32,019	10%	7%	\$	5,164,975	66%
61,280	11.7%		182,519	(121,239)	-66%	6%		1,070,711	14%
16,147	3.1%		33,051	(16,904)	-51%	4%		435,250	6%
21,786	4.2%		12,121	9,665	80%	10%		218,850	3%
40,743	7.8%		37,707	3,036	8%	7%		591,700	8%
15,905	3.0%		17,191	(1,286)	-7%	5%		335,670	4%
\$ 522,024	100%	\$	616,733	\$ (94,709)	-15%	7%	\$	7,817,156	100%

EXPENSE COMMENTS

Sal.&Ben.: Overall expenses tracked similar to prior year.

Prof. Serv: Timing of 2nd half for SMGWA.

Legal Bills: Legal bill was \$20K compared to \$0K prior year (timing of invoices)



OPERATING ANALYSIS - YTD FY1920 (JULY-APRIL)

REVENUE BY CATEGORY

DESCRIPTION

WATER USAGE
BASIC CHARGES
METERS, PENALTIES & OTHER
SEWER CHARGES

TOTAL OPERATING REVENUE

	% OF				Act. % of	ANNUAL	% of
ACTUALS	TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Budget	BUDGET	Annual
\$ 5,799,089	66.9%	\$ 5,373,581	\$ 425,508	8%	78%	\$ 7,395,500	68%
2,637,249	30.4%	2,478,286	158,963	6%	83%	3,163,000	29%
120,425	1.4%	64,825	55,600	86%	95%	127,000	1%
110,118	1.3%	91,795	18,323	20%	83%	132,170	1%
\$ 8,666,881	100.0%	\$ 8,008,487	\$ 658,394	8%	80%	\$ 10,817,670	100%

COMPARING AGAINST BUDGET

REVENUE COMMENTS

YTD revenues are higher due to the rate increase compared to prior year. Water sales are 2% higher that prior YTD. Water and Sewer revenues are tracking according to budget.

EXPENSES BY CATEGORY

DESCRIPTION

SALARIES & BENEFITS
CONTRACT/PROF. SERVICES
OPERATING EXPENSES
MAINTENANCE
FACILITIES
GEN. & ADMIN.
TOTAL OPERATING EXPENSES

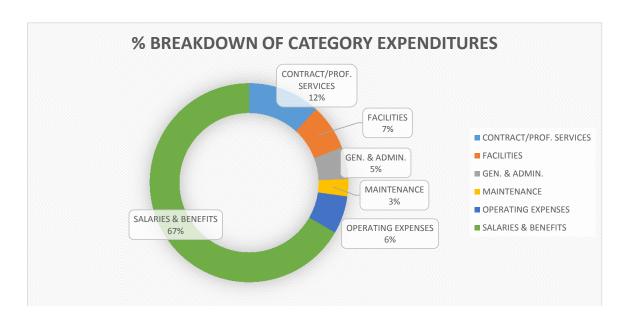
C	OMPARIN	IG AGAINST PF	COMPARING AGAINST BUDGET					
	% OF				Act. % of		ANNUAL	% of
ACTUALS	TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Budget		BUDGET	Annual
\$ 4,008,678	66.7%	\$ 3,851,275	\$ 157,403	4%	78%	\$	5,164,975	66%
707,175	11.8%	886,850	(179,675)	-20%	66%		1,070,711	14%
368,542	6.1%	313,453	55,089	18%	85%		435,250	6%
168,097	2.8%	123,240	44,857	36%	77%		218,850	3%
449,850	7.5%	426,977	22,874	5%	76%		591,700	8%
311,602	5.2%	303,741	7,861	3%	93%		335,670	4%
\$ 6,013,944	100%	\$ 5,905,535	\$ 108,409	2%	77%	\$	7,817,156	100%

EXPENSE COMMENTS

Contract/Prof. Serv.: Legal prior year was \$32K higher. Enviro programs \$66K less than PY Operating Expenses were higher due to generator rentals for the PG&E PSPS Maintenance was high due to major truck bed repair, this was budgeted for. Facilities were higher due to timing of bills yr over yr

Gen&Admin: \$18K increase to liability insurance year over year.

COMPARING AGAINST PRIOR YEAR



OPERATING ANALYSIS - YTD TREND FY1920

RE۱	/ENI	JE BY	CATE	GORY
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DESCRIPTION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	YTD	BUDGET	% OF BUD.
WATER USAGE	358,244	754,239	769,863	682,882	663,649	563,770	498,458	457,376	508,205	542,404	5,799,089	7,395,500	78%
BASIC CHARGES	253,518	253,941	254,187	260,905	269,295	268,982	268,955	269,341	268,906	269,219	2,637,249	3,163,000	83%
METERS, PENALTIES & OTHER	5,620	9,985	3,620	6,080	5,865	5,555	6,350	715	76,460	175	120,425	127,000	95%
SEWER CHARGES	10,013	9,857	10,174	10,012	10,013	11,801	12,238	12,015	12,015	11,980	110,118	132,170	83%
TOTAL OPERATING REVENUE	627,395	1,028,021	1,037,844	959,879	948,822	850,108	786,001	739,448	865,587	823,777	8,666,881	10,817,670	80%
EVDENCES BY CATECORY													
EXPENSES BY CATEGORY													
DESCRIPTION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	YTD	BUDGET	% OF BUD.
SALARY & BENEFITS	764,139	305,763	357,510	335,364	353,677	360,808	500,042	304,598	360,615	366,162	4,008,678	5,164,975	78%
CONTRACT/PROF. SERVICES	21,644	34,367	44,713	161,807	43,290	56,616	33,532	137,103	127,247	61,280	721,601	1,070,711	67%
OPERATING EXPENSES	20,127	30,756	32,644	26,514	76,847	42,409	65,935	31,722	25,440	16,147	368,542	435,250	85%
MAINTENANCE	6,890	25,710	14,630	12,671	21,182	10,467	19,863	18,941	15,957	21,786	168,097	218,850	77%
FACILITIES	11,977	52,999	55,767	58,349	52,967	47,950	42,119	46,221	40,759	40,743	449,850	591,700	76%
GEN. & ADMIN.	131,372	18,702	14,045	27,839	15,178	33,971	17,172	13,479	23,939	15,905	311,602	335,670	93%
TOTAL OPERATING EXPENSES	956,149	468,298	519,309	622,545	563,141	552,220	678,663	552,064	593,957	522,024	6,028,370	7,817,156	77%
OPERATING INCOME (LOSS)	(328,754)	559,723	518,535	337,334	385,680	297,887	107,338	187,383	271,630	301,754	2,638,511	3,000,514	88%

COMMENTS

REVENUE/EXPENSES:

Current year to date revenue and expenses are tracking as expected overall. Please refer to the current month analysis for any further detail on revenue or expenses.

GENERAL/PROCESS:

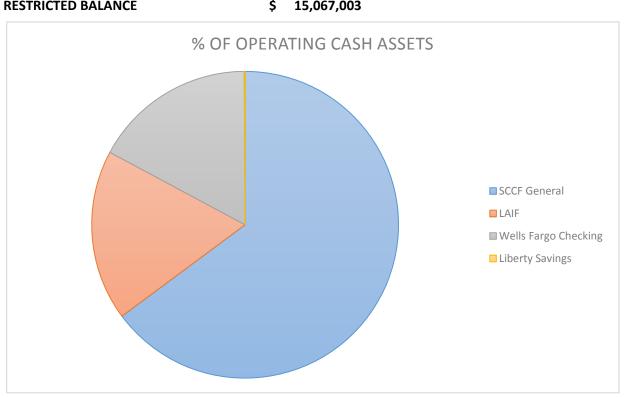
There are annual/one-time expenses paid upfront that could cause individual months to appear skewed or accrual based accounting that will impact June/July more so. An example of this would be some insurances are paid in July, this causes July expenses to appear higher than other months. The District operates on an annual budget and performs accrual based accounting procedures for a hard year end close, this is typical for governmental accounting.

Data is continuously being reviewed, so it is not un-common for a prior report balance to change slightly throughout the year as accounts are reconciled.

CASH BALANCES AS OF

4/30/2020

			Ave	
			Interest	
OPERATING ACCOUNTS	CAS	SH BALANCE	Rate	
Wells Fargo Checking	\$	834,080	0.35%	
Liberty Savings	\$	4,522	0.15%	
LAIF	\$	878,742	1.65%	
SCCF General	\$	3,166,651	1.59%	
OPERATING BALANCE	\$	4,883,995		
RESTRICTED ACCOUNTS				
SCCF Lompico Assessment District	\$	77,946	1.59%	For AD Projects
SCCF Olympia Assessment District	\$	104,139	1.59%	For Debt Repayment
SCCF Probation Tank Loan Proceeds	\$	-	1.59%	Loan Proceeds
SCCF \$14.5M COP Proceeds	\$	14,537,610	1.59%	Loan Proceeds
Watershed Endowment	\$	4,426	0.35%	Watershed maint.
CB&T Escrow Fund SRF	\$	111,664	0.09%	For Debt Repayment
CB&T Escrow Fund DOWR	\$	231,217	0.09%	For Debt Repayment
RESTRICTED BALANCE	\$	15,067,003		



California State Treasurer Fiona Ma, CPA

6

Local Agency Investment Fund P.O. Box 942809 Sacramento, CA 94209-0001 (916) 653-3001 June 10, 2020

LAIF Home
PMIA Average Monthly
Yields

SAN LORENZO VALLEY WATER DISTRICT

DISTRICT MANAGER 13060 HIGHWAY 9 BOULDER CREEK, CA 95006

<u>Tran Type Definitions</u>

April 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number		Amount
4/15/2020	4/14/2020	QRD	1637526	N/A	SYSTEM	4,400.42
Account S	<u>ummary</u>					
Total Depo	sit:		2	4,400.42 E	Beginning Balance:	874,341.54
Total Withd	lrawal:			0.00 E	Ending Balance:	878,741.96

G/L Account	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	End Balance
Fund 76530 SLV-LOM	MPICO WTR, EFF 6/2/16				
Sub-Fund 76530001	SLV-WTR, EFF 6/2/16				
000	NOT APPLICABLE	0.00	633.35	(86,838.82)	(86,205.47)
101	EQUITY IN POOLED CASH	167,067.65	86,838.15	(632.68)	253,273.12
240	STALE DATED WARRANTS LIABILITY	(1,363.90)	0.00	0.00	(1,363.90)
344	FUND BALANCE	(165,703.75)	0.00	0.00	(165,703.75)
Total Sub-Fund 76	Total Sub-Fund 76530001		87,471.50	(87,471.50)	0.00
Sub-Fund 76530200	SLV-LOMPICO WTR-ASSESSMENTS				
000	NOT APPLICABLE	0.00	700,625.38	(299,684.82)	400,940.56
101	EQUITY IN POOLED CASH	557,702.39	299,684.82	(700,625.38)	156,761.83
344	FUND BALANCE	(557,702.39)	0.00	0.00	(557,702.39)
Total Sub-Fund 769	530200	0.00	1,000,310.20	(1,000,310.20)	0.00
Total Fund 76530		0.00	1,087,781.70	(1,087,781.70)	0.00
Fund 76644 SAN LOI	RENZO VALLEY WATER TRUST				
Sub-Fund 76644001	SAN LORENZO VALLEY WATER TRUST				
000	NOT APPLICABLE	0.00	1,755,260.12	(2,846,536.95)	(1,091,276.83)
101	EQUITY IN POOLED CASH	1,681,679.61	2,846,531.49	(1,755,254.66)	2,772,956.44
201	VOUCHERS PAYABLE (VENDOR)	0.00	1,750,000.00	(1,750,000.00)	0.00
344	FUND BALANCE	(1,681,679.61)	0.00	0.00	(1,681,679.61)
Total Sub-Fund 76	644001	0.00	6,351,791.61	(6,351,791.61)	0.00
Sub-Fund 76644100	SAN LORENZO VLY WTR-OLYMPIA MU				
000	NOT APPLICABLE	0.00	24,823.56	(47,652.50)	(22,828.94)
101	EQUITY IN POOLED CASH	81,310.01	47,652.50	(24,823.56)	104,138.95
344	FUND BALANCE	(81,310.01)	0.00	0.00	(81,310.01)
Total Sub-Fund 76	644100	0.00	72,476.06	(72,476.06)	0.00
Sub-Fund 76644200	SLV WATER-SUBFD FOR LOAN CASH				
000	NOT APPLICABLE	0.00	1,851,179.01	(11,913.78)	1,839,265.23
101	EQUITY IN POOLED CASH	1,839,265.23	11,913.78	(1,851,179.01)	0.00
201	VOUCHERS PAYABLE (VENDOR)	0.00	565,157.38	(565,157.38)	0.00
344	FUND BALANCE	(1,839,265.23)	0.00	0.00	(1,839,265.23)
Total Sub-Fund 76	644200	0.00	2,428,250.17	(2,428,250.17)	0.00

Run: 6/10/2020 11:52 AM Includes transactions posted through: 6/9/2020

G/L Balances

Criteria: As Of = 4/30/2020; Fund = 76644, 76530

G/L Account	_ <u>Title</u>	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	End Balance
Fund 76644 SAN LOF	RENZO VALLEY WATER TRUST				
Sub-Fund 76644300 -	SLV WATER 2019 COP-SUBFD				
000	NOT APPLICABLE	0.00	107,874.79	(14,707,091.27)	(14,599,216.48)
101	EQUITY IN POOLED CASH	0.00	14,707,091.27	(107,874.79)	14,599,216.48
Total Sub-Fund 76644300 Total Fund 76644		0.00	14,814,966.06	(14,814,966.06)	0.00
		0.00	23,667,483.90	(23,667,483.90)	0.00