#### MFMO

TO: Board of Directors

FROM: District Manager

PREPARED BY: Director of Finance & Business Services

SUBJECT: FINANCE & BUSINESS SERVICES STATUS REPORT

DATE: May 21, 2020

# **RECOMMENDATION:**

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

#### **BACKGROUND:**

#### **BUDGET**

The Board has had multiple reviews of the budget. A full budget review was presented at the last Board meeting and with little input or changes requested, staff has put together the full budget package for the Board to review and possibly adopt at this meeting.

# **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 March 2020 consumption, the cumulative consumption is at 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 does plan to open back up to the public on 6/1/2020. Safety glass has been installed and additional safety precautions will be in place.

#### **AUDIT**

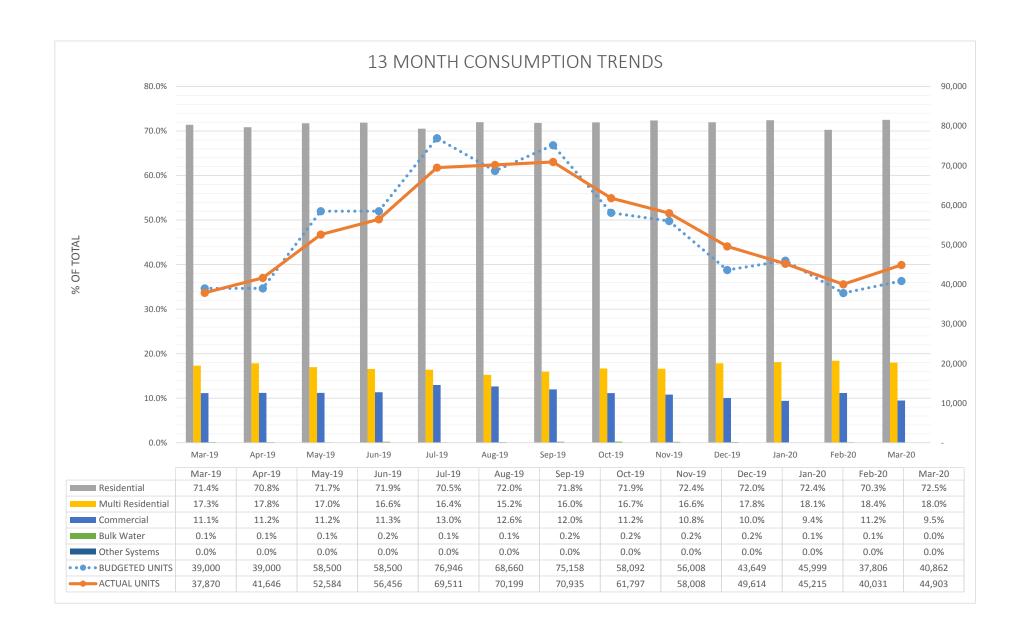
Interim audit work will be performed remotely. This will begin to occur over the next few weeks

#### FINANCIAL SUMMARY

March YTD is tracking relatively as expected. Consumption has balanced back out to be similar to expected. With the lack of rain in February and a lot of people being at home, we are seeing a slight uptick in consumption for March. As identified through the budget process, expenses are expected to come in slightly better than budget. Please see the Financial report for further detail, which includes the Q3 reports as well.

- 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.

		Mar	ch		Full	Year
	Curr	ent Month		YTD	Budget	% of Budget
Operating Revenue	\$	865,587	\$	7,843,104	\$10,817,670	73%
Operating Expenses	\$	593,957	\$	5,506,346	\$ 7,817,156	70%
Operating Income	\$	271,630	\$	2,336,758	\$ 3,000,514	78%



#### **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:	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
Cut In/Outs	34	21	32	36	48	48	42	58	83	142	97	105	83
Tags	0	0	0	154	222	151	90	120	184	169	95	256	95
Turn-offs	0	0	0	42	40	33	14	30	38	23	21	30	35

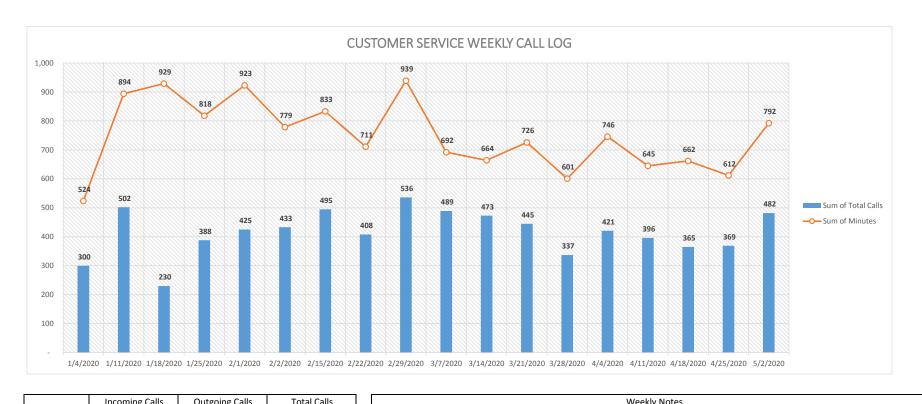
These statistics were initially used to help show growth of online use with Springbrook. These will become even more meaningful as the District does a push to encourage people to savetime and money by signing up online to pay bills and e-bills.

#### Online / Going Green [1]

As of 05/02/2020													
Online Sign-ups	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
E-Bills	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
Auto Pay	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

<sup>\*</sup> 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.



	Incomi	ng Calls	Outgoi	ng Calls	Total	Calls	Weekly Notes
Week Ending	# Calls	Minutes	# Calls	Minutes	# Calls	Minutes	
1/4/2020	209	476	91	48	300	524	Closed for New Years, Main Breaks: 12734 Irwin Wy., 120 Sweet Pea Ln., Band Rd., 535 Valley View.
1/11/2020	340	794	162	101	502	894	Tags, Main Breaks: 819 Hillcrest Dr., Sylvan Way, 13350 West Park.
1/18/2020	317	716	213	213	230	929	Turn off, Main Breaks: 500 Block of Carrol.
1/25/2020	252	685	136	132	388	818	Tags, Main Breaks: 428 Bar Dr.
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
5/2/2020	337	676	145	116	482	792	Blue Ridge Dr., 1299 La Lana St.,

#### **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	69,511	70,199	70,935	61,797	58,008	49,614	45,215	40,031	44,903				510,214
F11920	09,511	70,199	70,955	01,797	36,006	49,014	45,215	40,031	44,303				510,214
<b>CUMULATIVE ANALYSIS</b>													
% Above or Below Average	-7%	-8%	-3%	-1%	9%	9%	-2%	4%	11%				
Cumulative %	-7%	-8%	-6%	-5%	-3%	-1%	-1%	-1%	0%				

#### NOTES:

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

# Fiscal Year 2019/2020 Third Quarter Financial Summary

# Management's Discussion and Analysis (MDA)

#### Overview

This section presents management's analysis of the San Lorenzo Valley Water District's (the District) financial condition and activities as of the above mentioned period. This information should be read in conjunction with the unaudited financial information that follows. For a complete review of a fiscal year, it is best to come back and look at the audited Annual Financial Report.

The District does a hard year end close, through that process there are yearend expenses that are booked at yearend and not represented in the monthly expenses. There may also be annual expenses paid upfront that could cause individual months to appear skewed. Data is continuously being reviewed, so it is not un-common for a prior month balance to change slightly throughout the year as accounts are reconciled. It is important to understand this in connection with the numbers that follow.

# **Operations Net Results**

For the three months ended March 31, 2020, the District had an operating income of \$566K. Quarterly operating revenue was \$2.4M with operating expenses of \$1.8M. Q3 typically has lower consumption. Consumption was 9% higher than the prior year Q3 and 4% higher than the average for this quarter. Consumption has been fluctuating back and forth during the year compared to prior years, but is still on target. The dry February and March shelter in place led to a higher than normal March consumption.

YTD (nine-months) had an operating income of \$2.3M, which is in line with expectations.

#### Operating Revenue

Quarterly operating revenue of \$2.4M is in line with expectations. January, February and March had usage of 45.2K, 40K and 44.9K units of water billed, respectively.

Q3 CY compared to Q3 PY had an increase of \$299K, this is due to the new rates in effect and higher consumption this quarter compared to prior year.

YTD (nine-months) had an operating revenue of \$7.8M, which is in line with expectations.

# **Operating Expenses**

Quarterly operating expenses were \$1.8M, or 23% of the annual budget.

Q3 CY compared to Q3 PY had an increase of \$142K, or 8%. There was approx. \$80K in timing of SMGWA fees; Remaining off-sets were planned expenditure increases.

YTD (nine-months) had an operating expense of \$5.5M, which is slightly better than expectations.

# Non-Operating Revenue & Expenses

Below itemizes the different non-operating revenue and expenses of the District as of Q3.

Non-operating Revenue	Q1 Total	Q2 Total	Q3 Total	YTD Total
Lease Reveue	\$ 6,012	\$ 6,432	\$ 6,327	\$ 18,771
Property Taxes	16,488	400,466	3,250	420,204
Assessment Revenue	-	172,341	-	172,341
Rental Income	3,678	6,142	5,754	15,575
Interest	52,059	103,154	92,863	248,076
	\$ 78,237	\$ 688,534	\$ 108,195	\$ 874,966
Non-operating Expenses	Q1 Total	Q2 Total	Q3 Total	YTD Total
Interest Expense	\$ 78,290	\$ 37,827	\$ 342,510	\$ 458,627

# **Debt Obligations**

Below itemizes current debt obligations of the District as of Q3. Some of the debt obligations are solely funded from assessments and not paid out of the general fund.

		Balance						Balance
		2019		Additions	Р	ayments		2020
Felton Loan	\$	1,351,293			\$	76,931	\$	1,274,362
Refunding Bond		1,179,809				582,031		597,778
Olympia SRF Loan		1,461,622				33,335		1,428,287
Other Loans		320,398				39,928		280,470
\$14.5M COP		-		14,500,000				14,500,000
Probation Tank Loan		2,000,000				50,716		1,949,284
	Ś	6.313.121	Ś	14.500.000	Ś	782,940	Ś	20.030.182

# Capital Projects & Expenditures

Below itemizes the Q3 capital expenditures that have been spent. Please note if any projects used inhouse labor, these amounts have may not yet be allocated to the projects. In Q3 there were approximately \$548K spent in capital expenditures. Majority was Probation Tank retention (\$72K), Fish Ladder (\$71K) and Lompico Tanks (\$120K). Remainder was a lot of smaller expenditures for projects.

# PROJECT LISTING OF ADDITIONS TO CIP

FUND	PROJECT	FY1	.819 BALANCES	Q1 FY1920	Q2 FY1920	Q3 FY1920	PI	ROJECT TOTAL
02	BCEWW IMPROVEMENTS / CAP-1617001A	\$	87,049.60	\$ 960.00	\$ -	\$ -	\$	88,009.60
01	WO 823 - PROBATION TANK / CAP-1516002A	\$	1,132,138.44	\$ 403,421.35	\$ 1,148,412.28	\$ 71,623.14	\$	2,755,595.21
01	WO 845 - SWIM TANK DESIGN & CONSTRUCTION / CAP-1516003A	\$	181,609.19	\$ 9,000.75	\$ 1,450.00	\$ 2,467.28	\$	194,527.22
01	WO 272/549 - LYON WATER TREATMENT PLANT ACCESS RD REPAIR	\$	126,372.60	\$ 15,510.20	\$ -	\$ 8,285.22	\$	150,168.02
01	LOST ACRES WATER TANK PROJECT	\$	7,416.40	\$ -	\$ -	\$ 1,341.96	\$	8,758.36
01	WO 411 - FELTON METER CHANGE OUT PROJECT	\$	-	\$ 10,484.15	\$ -	\$ 1,809.43	\$	12,293.58
01	WO 280 - FALL CREEK INTAKE FEMA	\$	129,669.90	\$ 2,176.01	1,635.00	\$ (34,866.17)	\$	98,614.74
01	WO 525 - LOMPICO SERVICE LINE REPLACEMENT	\$	-	\$ 2,733.83	\$ -	\$ -	\$	2,733.83
01	WO 814 - PASO WELL 6 REPLACEMENT	\$	658,558.05	\$ 101,445.01	\$ 11,769.01	\$ 11,152.91	\$	782,924.98
01	WO 837 - MAIN PRV STATION REPLACEMENTS	\$	36,820.22	\$ 35,508.15	\$ 448,838.28	\$ 20,864.75	\$	542,031.40
01	WO 901 - GENERAL METER CHANGE OUTS	\$	-	\$ 20,290.73	\$ 6,073.90	\$ 20,149.66	\$	46,514.29
01	WO 1208 - LEWIS TANK	\$	23,241.81	\$ 5,170.24	\$ 9,474.00	\$ 103,009.26	\$	140,895.31
01	WO 1209 - MADRONE TANK	\$	23,241.81	\$ 3,670.24	\$ 9,474.00	\$ 8,090.66	\$	44,476.71
01	WO 1210 - KASKI TANK	\$	23,241.80	\$ 3,670.24	\$ 9,474.01	\$ 8,090.66	\$	44,476.71
01	WO 1234 - LYON PIPELINE PROJECT	\$	150,902.31	\$ -	\$ -	\$ 33,550.29	\$	184,452.60
01	WO 1235 - SEQUOIA AVE PIPELINE PROJECT	\$	9,829.94	\$ -	\$ -	\$ 3,962.91	\$	13,792.85
01	WO 1284 - CALIFORNIA DRIVE PIPELINE PROJECT	\$	46,581.49	\$ -	\$ -	\$ 10,990.29	\$	57,571.78
01	WO 1285 - HIHN ROAD PIPELINE PROJECT	\$	50.00	\$ -	\$ -	\$ -	\$	50.00
01	WO 1286 - HILLSIDE DRIVE PIPELINE PROJECT	\$	23,361.88	\$ -	\$ -	\$ 10,752.50	\$	34,114.38
01	WO 1135 - PROBATION TANK SCADA CONTROLS	\$	10,404.13	\$ -	\$ -	\$ 24,276.30	\$	34,680.43
01	WO 1366 - GLEN ARBOR BRIDGE SOUTH	\$	-	\$ -	\$ -	\$ 24,914.80	\$	24,914.80
01	WO 1447 - HABITAT CONSERVATION PLAN	\$	5,609.68	\$ -	\$ -	\$ 22,804.38	\$	28,414.06
01	WO 1457 - EL SOLYO POWER DROP	\$	-	\$ 2,500.00	\$ -	\$ -	\$	2,500.00
01	WO 1517 - EL SOLYO HEIGHTS TANK	\$	-	\$ -	\$ -	\$ 6,506.06	\$	6,506.06
01	WO 1518 - WATER MASTER PLAN	\$	-	\$ 7,048.25	\$ 20,448.00	\$ 22,396.40	\$	49,892.65
01	WO 1519 - NEW METER SETS	\$	-	\$ -	\$ -	\$ 11,576.86	\$	11,576.86
01	WO 1543 - QUAIL 5A & OLY 3 WELL REHAB	\$	-	\$ 356.91	\$ 58,762.50	\$ 41,891.43	\$	101,010.84
01	WO 1489 - VACCUM EXCAVATOR	\$	-	\$ -	\$ 24,306.46	\$ -	\$	24,306.46
01	CLARIFIER RETURN PUMP - LYON PLANT	\$	-	\$ -	\$ 12,748.64	\$ -	\$	12,748.64
01	WO 1604 - QUAIL HOLLOW PIPELINE PROJECT	\$	-	\$ -	\$ -	\$ 35,700.77	\$	35,700.77
01	ADMIN GENERATOR	\$	-	\$ -	\$ -	\$ 5,556.05	\$	5,556.05
01	WO 756 - PHASE II FALL CREEK INTAKE FEMA	\$	-	\$ -	\$ -	\$ -	\$	-
01	WO 1738 - FALL CREEK FISH LADDER	\$	359,784.40	\$ 	\$ 	\$ 70,694.13	\$	430,478.53
		\$	3,035,883.65	\$ 623,946.06	\$ 1,762,866.09	\$ 547,591.93	\$	5,970,287.73

#### **OPERATING ANALYSIS - MARCH 2020**

#### **REVENUE BY CATEGORY**

DESCRIPTION

WATER USAGE
BASIC CHARGES
METERS, PENALTIES & OTHER
SEWER CHARGES

**TOTAL OPERATING REVENUE** 

	(	COMPARII	NG A	AGAINST P		COMPAR	RING AGAINST B	UDGET	
		% OF					Act. % of	ANNUAL	% of
Α	CTUALS	TOTAL	PR	IOR YEAR	\$ Diff.	% Diff.	Budget	BUDGET	Annual
\$	508,205	58.7%	\$	403,805	\$ 104,400	26%	7%	\$ 7,395,500	68%
	268,906	31.1%		253,430	15,476	6%	9%	3,163,000	29%
	76,460	8.8%		6,775	69,685	1029%	60%	127,000	1%
	12,015	1.4%		10,013	2,003	20%	9%	132,170	1%
\$	865,587	100.0%	\$	674,023	\$ 191,563	28%	8%	\$ 10,817,670	100%

#### **REVENUE COMMENTS**

Water Usage: March 2020 was 19% 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.

There were \$72K recognized in meter sales. Main ones were the Trout Farm and Felton Library.

#### **EXPENSES BY CATEGORY**

**DESCRIPTION** 

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

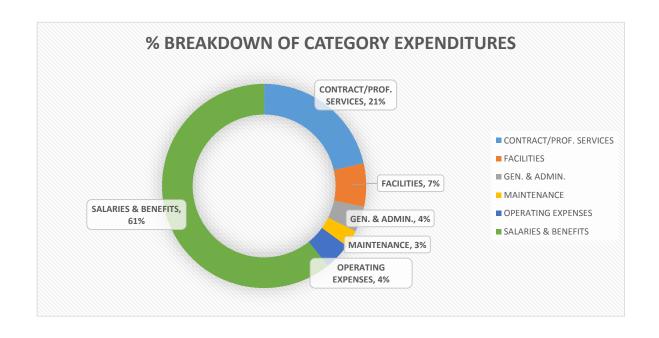
	(	COMPARI	NG A	AGAINST P		COMPARING AGAINST BUDGET					
		% OF					Act. % of		ANNUAL	% of	
1	ACTUALS	TOTAL	PR	IOR YEAR	\$ Diff.	% Diff.	Budget		BUDGET	Annual	
\$	360,615	60.7%	\$	346,647	\$ 13,968	4%	7%	\$	5,164,975	66%	
	127,247	21.4%		85,588	41,659	49%	12%		1,070,711	14%	
	25,440	4.3%		17,479	7,962	46%	6%		435,250	6%	
	15,957	2.7%		12,297	3,661	30%	7%		218,850	3%	
	40,759	6.9%		36,244	4,515	12%	7%		591,700	8%	
	23,939	4.0%		20,460	3,479	17%	7%		335,670	4%	
\$	593,957	100%	\$	518,714	\$ 75,243	15%	8%	\$	7,817,156	100%	

#### **EXPENSE COMMENTS**

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

Prof. Serv: \$74K 2nd half for SMGWA.

Legal Bills: Legal bill was \$30K compared to \$16K prior year



# **OPERATING ANALYSIS - Q3 FY1920 (JANUARY TO MARCH)**

#### **REVENUE BY CATEGORY**

DESCRIPTION

WATER USAGE
BASIC CHARGES
METERS, PENALTIES & OTHER
SEWER CHARGES

**TOTAL OPERATING REVENUE** 

	COMPARI	NG AGAINST P	COMPARING AGAINST BUDGET					
	% OF				Act. % of		ANNUAL	% of
ACTUALS	TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Budget		BUDGET	Annual
\$ 1,464,039	61.2%	\$ 1,278,769	\$ 185,270	14%	20%	\$	7,395,500	68%
807,203	33.8%	760,474	46,729	6%	26%		3,163,000	29%
83,525	3.5%	22,900	60,625	265%	66%		127,000	1%
36,269	1.5%	30,044	6,225	21%	27%		132,170	1%
\$ 2,391,036	100.0%	\$ 2,092,187	\$ 298,849	14%	22%	\$	10,817,670	100%

#### **REVENUE COMMENTS**

Water Usage: Consumption for Q3 FY1920 was 9% higher than Q2 in the prior year.

Sewer Charges: New rates went into effect for December billings.

**COMPARING AGAINST PRIOR YEAR** 

#### **EXPENSES BY CATEGORY**

# DESCRIPTION

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

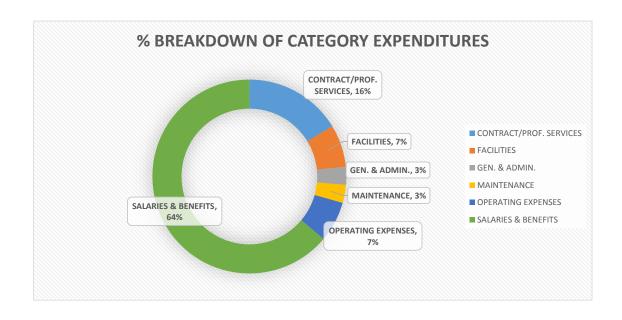
<b>EXPENSE</b>	COMMENTS

	% OF				Act. % of	ANNUAL	% of
ACTUALS	TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Budget	BUDGET	Annual
\$ 1,165,255	63.9%	\$ 1,174,568	\$ (9,314)	-1%	23%	\$ 5,164,975	66%
297,882	16.3%	191,154	106,728	56%	28%	1,070,711	14%
123,097	6.7%	86,457	36,640	42%	28%	435,250	6%
54,762	3.0%	42,243	12,518	30%	25%	218,850	3%
129,100	7.1%	119,609	9,490	8%	22%	591,700	8%
54,590	3.0%	68,470	(13,880)	-20%	16%	335,670	4%
\$ 1,824,684	100%	\$ 1,682,501	\$ 142,183	8%	23%	\$ 7,817,156	100%

**COMPARING AGAINST BUDGET** 

Sal.&Benefits: Q vs Q are normal

Legal Bills: Q3 FY1920 were \$9K lower than the same quarter in the prior year. Prof. Serv: \$78K SMGWA payment timing, occurred in Q3 this year vs. Q4 prior year



# **OPERATING ANALYSIS - YTD FY1920 (JULY-MARCH)**

#### **REVENUE BY CATEGORY**

DESCRIPTION

WATER USAGE BASIC CHARGES METERS, PENALTIES & OTHER SEWER CHARGES

**TOTAL OPERATING REVENUE** 

RF\	/FNUF	COMMENTS	

С	OMPARIN	IG AGAINST PF	COMPARING AGAINST BUDGET					
	% OF				Act. % of		ANNUAL	% of
ACTUALS	TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Budget		BUDGET	Annual
\$ 5,256,685	67.0%	\$ 4,918,464	\$ 338,222	7%	71%	\$	7,395,500	68%
2,368,030	30.2%	2,224,542	143,488	6%	75%		3,163,000	29%
120,250	1.5%	61,345	58,905	96%	95%		127,000	1%
98,138	1.3%	81,782	16,356	20%	74%		132,170	1%
\$ 7,843,104	100.0%	\$ 7,286,133	\$ 556,971	8%	73%	\$	10,817,670	100%

YTD revenues are higher due to the rate increase compared to prior year. Water sales are 1% higher that prior YTD. Water and Sewer revenues are tracking according to budget.

#### **EXPENSES BY CATEGORY**

#### **DESCRIPTION**

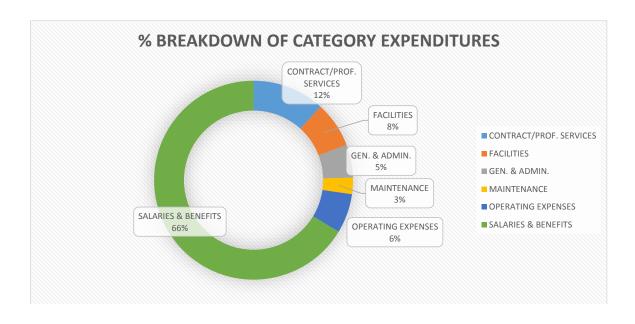
SALARIES & BENEFITS
CONTRACT/PROF. SERVICES
OPERATING EXPENSES
MAINTENANCE
FACILITIES
GEN. & ADMIN.
TOTAL OPERATING EXPENSES

С	OMPARIN	IG AGAINST PF	COMPARING AGAINST BUDGET					
	% OF				Act. % of		ANNUAL	% of
ACTUALS	TOTAL	PRIOR YEAR	\$ Diff.	% Diff.	Budget		BUDGET	Annual
\$ 3,642,516	66.3%	\$ 3,517,132	\$ 125,383	4%	71%	\$	5,164,975	66%
645,895	11.8%	704,332	(58,437)	-8%	60%		1,070,711	14%
352,395	6.4%	280,401	71,993	26%	81%		435,250	6%
146,311	2.7%	111,118	35,193	32%	67%		218,850	3%
409,108	7.4%	389,269	19,838	5%	69%		591,700	8%
295,697	5.4%	286,550	9,147	3%	88%		335,670	4%
\$ 5,491,920	100%	\$ 5,288,803	\$ 203,118	4%	70%	\$	7,817,156	100%

#### **EXPENSE COMMENTS**

Contract/Prof. Serv.: Legal prior year was \$52K higher. Enviro programs \$71K 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.



# **OPERATING EXPENSE ANALYSIS - Q3**

#### **DETAILED EXPENSES BY DEPARTMENT**

ADMINISTRATIVE	Q3 CY	Q3 % of	ΥT	D ACTUALS	YTD % of	ANNUAL		Notes
	ACTUALS	Budget			Budget		BUDGET	
SALARIES & BENEFITS	\$ 108,577	22%	\$	362,062	74%	\$	491,956	
CONTRACT/PROFESSIONAL SERVICES	\$ 128,757	33%	\$	282,043	72%	\$	394,100	
OPERATING EXPENSES	\$ 4,163	210%	\$	7,603	383%	\$	1,986	New copier, new laptops YE total expected to be \$11K.
MAINTENANCE	\$ 6,271	39%	\$	13,620	86%	\$	15,887	
FACILITIES	\$ 10,520	39%	\$	21,786	81%	\$	26,810	
GEN. & ADMIN.	\$ 10,145	6%	\$	182,030	114%	\$	159,112	Full year of insuarance, also had claim payouts
DEPRECIATION	\$ -	0%	\$	-	0%	\$	-	
CAPITALIZED OVERHEAD	\$ -	0%	\$	-	0%	\$	-	
TOTAL ADMINISTRATIVE	\$ 268,433	25%	\$	869,143	80%	\$	1,089,851	_

FINANCE		Q3 CY	Q3 % of	ΥT	D ACTUALS	YTD % of	ANNUAL	Notes
	-	ACTUALS	Budget			Budget	BUDGET	
SALARIES & BENEFITS	\$	268,742	24%	\$	771,620	70%	\$ 1,102,927	
CONTRACT/PROFESSIONAL SERVICES	\$	33,024	30%	\$	86,427	79%	\$ 108,728	
OPERATING EXPENSES	\$	1,464	84%	\$	2,363	136%	\$ 1,738	Will be over from unexpected equipment failures,
								laptop
MAINTENANCE	\$	6,202	39%	\$	10,309	66%	\$ 15,738	
FACILITIES	\$	378	25%	\$	846	56%	\$ 1,500	
GEN. & ADMIN.	\$	40,815	28%	\$	117,379	80%	\$ 147,473	
DEPRECIATION	\$	-	0%	\$	-	0%	\$ -	
TOTAL FINANCE	\$	350,626	25%	\$	988,944	72%	\$ 1,378,104	<del>-</del>

ENGINEERING	Q3 CY	Q3 % of	YT	D ACTUALS	YTD % of	ANNUAL		Notes
	ACTUALS	Budget			Budget		BUDGET	
SALARIES & BENEFITS	\$ 71,646	19%	\$	221,452	58%	\$	379,817	Savings from budgeted full year position
CONTRACT/PROFESSIONAL SERVICES	\$ 789	2%	\$	3,132	10%	\$	32,000	Expenses still to come, but will be under budget by
								~\$5K+
OPERATING EXPENSES	\$ 6,976	30%	\$	10,956	48%	\$	23,000	Expect ~\$10K savings
MAINTENANCE	\$ -	0%	\$	278	28%	\$	1,000	
FACILITIES	\$ 359	14%	\$	624	25%	\$	2,500	
GEN. & ADMIN.	\$ 184	2%	\$	1,107	14%	\$	7,800	
DEPRECIATION	\$ -	0%	\$	-	0%	\$	-	_
TOTAL ENGINEERING	\$ 79,954	18%	\$	237,549	53%	\$	446,117	-

DISTRIBUTION	Q3 CY	Q3 % of	Υ٦	TD ACTUALS	YTD % of	ANNUAL		Notes
	ACTUALS	Budget			Budget		BUDGET	
SALARIES & BENEFITS	\$ 377,154	25%	\$	1,159,738	78%	\$	1,482,930	
CONTRACT/PROFESSIONAL SERVICES	\$ 13,231	9%	\$	60,082	43%	\$	140,000	
OPERATING EXPENSES	\$ 27,501	16%	\$	163,469	95%	\$	172,000	Will be over from PSPS generator rentals
MAINTENANCE	\$ 26,811	25%	\$	69,088	65%	\$	105,749	
FACILITIES	\$ 46,404	23%	\$	130,987	66%	\$	197,866	
GEN. & ADMIN.	\$ 1,363	16%	\$	4,936	58%	\$	8,440	
DEPRECIATION	\$ -	0%	\$	-	0%	\$	-	_
TOTAL DISTRIBUTION	\$ 492,465	23%	\$	1,588,300	75%	\$	2,106,985	-

WATERSHED	Q3 CY	Q3 % of	ΥT	D ACTUALS	YTD % of	ANNUAL	Notes
	ACTUALS	Budget			Budget	BUDGET	
SALARIES & BENEFITS	\$ 24,959	13%	\$	86,951	45%	\$ 193,048	
CONTRACT/PROFESSIONAL SERVICES	\$ 38,160	24%	\$	65,195	41%	\$ 160,111	
OPERATING EXPENSES	\$ 2,213	49%	\$	2,213	49%	\$ 4,500	
MAINTENANCE	\$ 1,505	19%	\$	1,505	19%	\$ 8,000	
FACILITIES	\$ 51	4%	\$	351	29%	\$ 1,200	
GEN. & ADMIN.	\$ 735	19%	\$	4,363	113%	\$ 3,850	
TOTAL WATERSHED	\$ 67,624	18%	\$	160,578	43%	\$ 370,709	

**DETAILED EXPENSES BY DEPARTMENT (continued)** 

SUPPLY & TREATMENT	Q3 CY	Q3 % of	Υī	TD ACTUALS	YTD % of	ANNUAL	Notes
	ACTUALS	Budget			Budget	BUDGET	
SALARIES & BENEFITS	\$ 341,577	23%	\$	1,033,727	71%	\$ 1,457,630	
CONTRACT/PROFESSIONAL SERVICES	\$ 53,618	34%	\$	112,399	70%	\$ 160,000	
OPERATING EXPENSES	\$ 82,105	40%	\$	151,578	73%	\$ 207,000	
MAINTENANCE	\$ 13,972	20%	\$	51,522	74%	\$ 70,003	
FACILITIES	\$ 69,392	20%	\$	230,810	66%	\$ 349,577	
GEN. & ADMIN.	\$ 1,113	15%	\$	3,487	47%	\$ 7,447	
DEPRECIATION	\$ -	0%	\$	-	0%	\$ -	
TOTAL SUPPLY & TREATMENT	\$ 561,776	25%	\$	1,583,522	70%	\$ 2,251,657	

WASTEWATER	Q3 CY	Q3 % of	Υī	TD ACTUALS	YTD % of	ANNUAL	Notes
	ACTUALS	Budget			Budget	BUDGET	
SALARIES & BENEFITS	\$ 19,843	35%	\$	26,178	46%	\$ 56,667	
CONTRACT/PROFESSIONAL SERVICES	\$ 30,302	40%	\$	55,458	73%	\$ 75,772	
OPERATING EXPENSES	\$ (1,325)	-5%	\$	10,969	44%	\$ 25,026	
MAINTENANCE	\$ -	0%	\$	-	0%	\$ 2,472	
FACILITIES	\$ 1,995	16%	\$	7,996	65%	\$ 12,248	
GEN. & ADMIN.	\$ -	0%	\$	-	0%	\$ 1,547	
DEPRECIATION	\$ -	0%	\$	-	0%	\$ -	
TOTAL WASTEWATER	\$ 50,815	29%	\$	100,602	58%	\$ 173,733	Indirect allocations occur annually
TOTAL OPERATING EXPENSES	\$ 1,871,693	24%	\$	5,528,639	71%	\$ 7,817,156	_

#### PRO FORMA FOR AUDIT:

OVERHEAD ABSORBTION [1] \$ (113,979) \$ (160,360)

[1] Overhead absorbtion are the direct and indirect capitalized costs associated with an asset the District did internally. For example, a capital pipeline project was constructed by District staff and materials versus hiring an outside contractor. The employees salaries and benefits are considered part of the operating expenses, but then are capitalized as part of the accounting process. These will show up as a favorable off-set for operating expenses in the audit.

#### **OPERATING ANALYSIS - YTD TREND FY1920**

REVENUE BY CATEGORY	RE\	/ENI	JE E	3Y CA	TEG	ORY
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DESCRIPTION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	YTD	BUDGET	% OF BUD.
WATER USAGE	358,244	754,239	769,863	682,882	663,649	563,770	498,458	457,376	508,205	5,256,685	7,395,500	71%
BASIC CHARGES	253,518	253,941	254,187	260,905	269,295	268,982	268,955	269,341	268,906	2,368,030	3,163,000	75%
METERS, PENALTIES & OTHER	5,620	9,985	3,620	6,080	5,865	5,555	6,350	715	76,460	120,250	127,000	95%
SEWER CHARGES	10,013	9,857	10,174	10,012	10,013	11,801	12,238	12,015	12,015	98,138	132,170	74%
TOTAL OPERATING REVENUE	627,395	1,028,021	1,037,844	959,879	948,822	850,108	786,001	739,448	865,587	7,843,104	10,817,670	73%
EXPENSES BY CATEGORY												
DESCRIPTION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	YTD	BUDGET	% OF BUD.
SALARY & BENEFITS	764,139	305,763	357,510	335,364	353,677	360,808	500,042	304,598	360,615	3,642,516	5,164,975	71%
CONTRACT/PROF. SERVICES	21,644	34,367	44,713	161,807	43,290	56,616	33,532	137,103	127,247	660,321	1,070,711	62%
OPERATING EXPENSES	20,127	30,756	32,644	26,514	76,847	42,409	65,935	31,722	25,440	352,395	435,250	81%
MAINTENANCE	6,890	25,710	14,630	12,671	21,182	10,467	19,863	18,941	15,957	146,311	218,850	67%
FACILITIES	11,977	52,999	55,767	58,349	52,967	47,950	42,119	46,221	40,759	409,108	591,700	69%
GEN. & ADMIN.	131,372	18,702	14,045	27,839	15,178	33,971	17,172	13,479	23,939	295,697	335,670	88%
TOTAL OPERATING EXPENSES	956,149	468,298	519,309	622,545	563,141	552,220	678,663	552,064	593,957	5,506,346	7,817,156	70%
OPERATING INCOME (LOSS)	(328,754)	559,723	518,535	337,334	385,680	297,887	107,338	187,383	271,630	2,336,758	3,000,514	78%

#### 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.

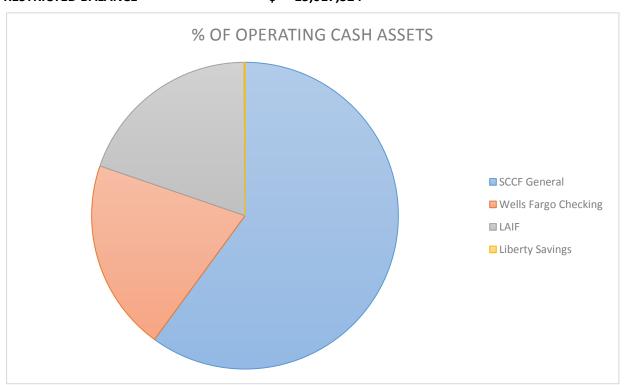
#### GENERAL/PROCESS:

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.

# 3/31/2020

	Ave .				
			Interest		
OPERATING ACCOUNTS		SH BALANCE	Rate		
Wells Fargo Checking	\$	899,695	0.35%		
Liberty Savings	\$	4,522	0.15%		
LAIF	\$	874,342	1.79%		
SCCF General	\$	2,673,324	1.84%		
OPERATING BALANCE	\$	4,451,883			
RESTRICTED ACCOUNTS					
SCCF Lompico Assessment District	\$	23,147	1.84%	For AD Projects	
SCCF Olympia Assessment District	\$	82,269	1.84%	For Debt Repayment	
SCCF Probation Tank Loan Proceeds	\$	1	1.84%	Loan Proceeds	
SCCF \$14.5M COP Proceeds	\$	14,580,192	1.84%	Loan Proceeds	
Watershed Endowment	\$	4,426	0.35%	Watershed maint.	
CB&T Escrow Fund SRF	\$	111,660	0.09%	For Debt Repayment	
CB&T Escrow Fund DOWR	\$	215,629	0.09%	For Debt Repayment	
RESTRICTED BALANCE		15,017,324			



# California State Treasurer **Fiona Ma, CPA**

Local Agency Investment Fund P.O. Box 942809 Sacramento, CA 94209-0001 (916) 653-3001 April 08, 2020

LAIF Home
PMIA Average Monthly
Yields

# SAN LORENZO VALLEY WATER DISTRICT

DISTRICT MANAGER 13060 HIGHWAY 9 BOULDER CREEK, CA 95006

Tran Type Definitions

March 2020 Statement

# **Account Summary**

Total Deposit: 0.00 Beginning Balance: 874,341.56

Total Withdrawal: 0.00 Ending Balance: 874,341.56

G/L Account	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	End Balance
Fund 76530 SLV-LOI	MPICO WTR, EFF 6/2/16				
Sub-Fund 76530001	SLV-WTR, EFF 6/2/16				
000	NOT APPLICABLE	0.00	17.35	(48,364.52)	(48,347.17)
101	EQUITY IN POOLED CASH	167,067.65	48,363.85	(16.68)	215,414.82
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	530001	0.00	48,381.20	(48,381.20)	0.00
Sub-Fund 76530200	SLV-LOMPICO WTR-ASSESSMENTS				
000	NOT APPLICABLE	0.00	257,133.16	(164,722.98)	92,410.18
101	EQUITY IN POOLED CASH	557,702.39	164,722.98	(257,133.16)	465,292.21
344	FUND BALANCE	(557,702.39)	0.00	0.00	(557,702.39)
Total Sub-Fund 76	530200	0.00	421,856.14	(421,856.14)	0.00
Total Fund 76530		0.00	470,237.34	(470,237.34)	0.00
Fund 76644 SAN LO	RENZO VALLEY WATER TRUST		_		_
Sub-Fund 76644001	SAN LORENZO VALLEY WATER TRUST				
000	NOT APPLICABLE	0.00	1,750,147.12	(1,986,807.38)	(236,660.26)
101	EQUITY IN POOLED CASH	1,681,679.61	1,986,801.92	(1,750,141.66)	1,918,339.87
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 76644001		0.00	5,486,949.04	(5,486,949.04)	0.00
Sub-Fund 76644100	SAN LORENZO VLY WTR-OLYMPIA MU				
000	NOT APPLICABLE	0.00	24,603.98	(25,563.26)	(959.28)
101	EQUITY IN POOLED CASH	81,310.01	25,563.26	(24,603.98)	82,269.29
344	FUND BALANCE	(81,310.01)	0.00	0.00	(81,310.01)
Total Sub-Fund 76	644100	0.00	50,167.24	(50,167.24)	0.00
Sub-Fund 76644200	SLV WATER-SUBFD FOR LOAN CASH				
000	NOT APPLICABLE	0.00	1,851,178.02	(11,913.78)	1,839,264.24
101	EQUITY IN POOLED CASH	1,839,265.23	11,913.78	(1,851,178.02)	0.99
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	2,428,249.18	(2,428,249.18)	0.00

Run: 5/12/2020 4:25 PM Includes transactions posted through: 5/12/2020

# **G/L Balances**

Criteria: As Of = 3/31/2020; Fund = 76644, 76530

G/L Account Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	End Balance
Fund 76644 SAN LORENZO VALLEY WATER	JST			
Sub-Fund 76644300 SLV WATER 2019 CO	/BFD			
000 NOT APPLICABLE	0.00	10,450.75	(14,688,066.38)	(14,677,615.63)
101 EQUITY IN POOLED C	0.00	14,688,066.38	(10,450.75)	14,677,615.63
Total Sub-Fund 76644300	0.00	14,698,517.13	(14,698,517.13)	0.00
Total Fund 76644	0.00	22,663,882.59	(22,663,882.59)	0.00