#### MFMO

TO: Board of Directors

FROM: District Manager

PREPARED BY: Director of Finance & Business Services

SUBJECT: FINANCE & BUSINESS SERVICES STATUS REPORT

DATE: December 5, 2019

# **RECOMMENDATION:**

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

# **BACKGROUND:**

## **AUDIT/YEAR END**

The draft audit is included in this agenda for review. This was also presented at the last Budget & Finance Committee.

#### **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 October 2019 consumption, the cumulative consumption is 5% below the baseline. There are no triggers identified per the revenue stabilization rate policy.

#### WEBSITE

The District did an update/preview at the Administration Committee meeting on the website progress. We are hoping to launch the new site towards the end of January.

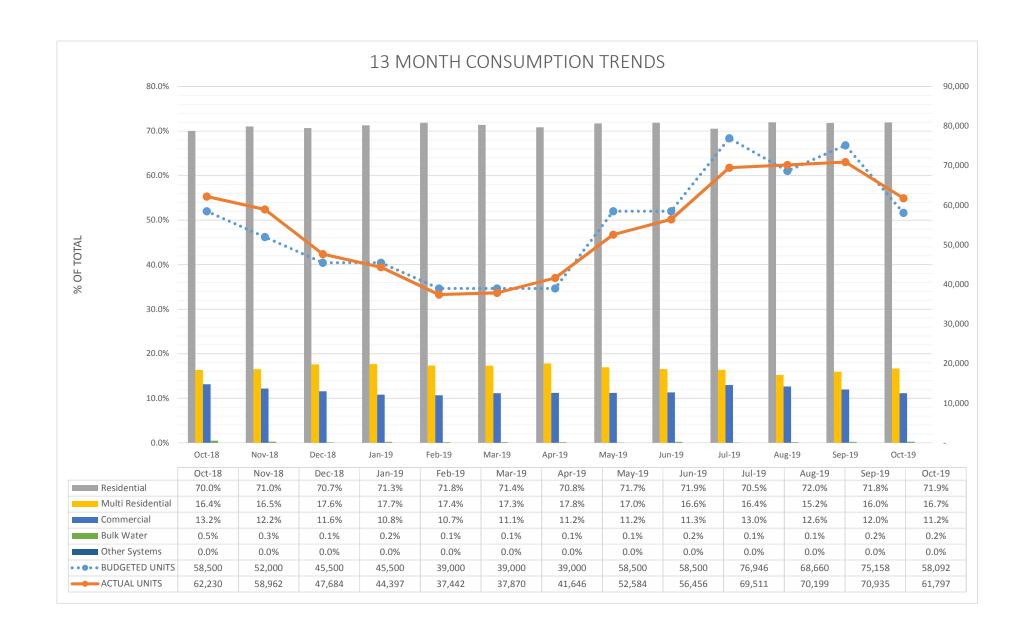
Also included in this agenda is a preview of some of the logo designs we are looking for the Board to select from.

#### **FINANCIAL SUMMARY**

October YTD is tracking relatively as expected. Consumption has been lower than anticipated, so we will continue to monitor. Expenses always track slightly higher the beginning of the year, this is due to a lot of once a year invoices being paid, such as the workman comp and liability insurances. Please see the Monthly Financial report for further detail.

- Operating Revenue: Consumption has been tracking slightly below prior years averages, but it is too early to tell how significantly it could impact the full year. Based on the current trend, it is anticipated consumption revenue is tracking \$100,000 below the anticipated budget.
- Operating Expenses: Expenses are in line with expectations, given the large volume of annual invoices typically paid in July of each year. The PG&E power shut offs are anticipated to cost approximately \$100K. Invoices have still been coming in, but we will have a full reconciliation with the November report.
- Operating Income (loss): Summer months typically carry a higher operating income, that helps carry us through the lower winter consumptions months.
- Overall Outlook: October numbers are in line with expectations. We will continue to monitor consumption trends for any significant shifts from expectations.

		Octol	ber	•	Full Year			
	Curr	ent Month		YTD	Budget	% of Budget		
Operating Revenue	\$	959,879	\$	3,653,139	\$10,817,670	34%		
Operating Expenses	\$	622,545	\$	2,566,300	\$ 7,817,156	33%		
Operating Income	\$	337,334	\$	1,086,839	\$ 3,000,514	36%		



#### **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:	Oct-19	Sep-19	Aug-19	Jul-19	Jun-19	May-19	Apr-19	Mar-19	Feb-19	Jan-19	Dec-18	Nov-18	Oct-18
Cut In/Outs	42	58	83	142	97	105	83	60	38	58	34	63	66
Tags	90	120	184	169	95	256	95	238	124	210	157	191	158
Turn-offs	14	30	38	23	21	30	35	19	34	38	25	26	42

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 10/10/2019													
Online Sign-ups	4,589	4,504	4,439	4,414	4,334	4,293	4,240	4,184	4,120	4,078	4,033	3,980	3,938
E-Bills	1,763	1,727	1,697	1,686	1,624	1,590	1,522	1,413	1,378	1,356	1,326	1,302	1,284
Auto Pay	2,901	2,874	2,778	2,707	2,518	2,551	2,725	2,706	2,659	2,716	2,673	2,638	2,603

<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	
7/6/2019	307	578	143	101	450	679	Tags, Main Breaks: 15131 Two Bar, Scenic Wy & Hillcrest, 455 Lockwood, Oak Ave., 540 Primevera.
							Turn off, Main Breaks: 168 Willow Brook Dr., 1115 Forest Dr., 285 Hoot Owl Wy, 11545 Alta Via, Zayante School Rd, 280 Miraflored Rd,
7/13/2019	373	753	236	137	609	890	220 Sylvan, 415 Fairview Ave., Prospect, 14705 Bear Creek Rd, 1111 Forest Way, 525 Hillcrest Dr., Kirby.
7/20/2019	316	592	194	230	510	821	Tags, Main Breaks: 10341 California Dr., 750 Park Dr., 206/216 Crecent Dr., 364 Brimblecom Rd., 555 Cook Wy., Scenic Wy, Manzanita Rc
7/27/2019	346	808	209	340	555	1,148	Turn off, Main Breaks: 145 Grove St., 433 Manzanita Ave., Mountain St., 225 Brier, 15245 Bear Creek Rd, 221 Amity Way,.
8/3/2019	454	748	186	169	640	917	Tags, Main Breaks: 13728 Bear Creek Rd, 550 El Solyo Heights Dr., Scenic Wy & Hillcrest, 9460 Sunnyside Ave.
							Turn off, Main Breaks: 609 Redwood Dr., 225 Brier Dr., Scenic Way & Greenbank, 12704 Hwy 9, 8215 & 8225 Glen Arbor Rd., 5995
8/10/2019	361	779	214	185	575	965	Plaeau Dr., 9675 Brookside Ave., 320 Blue Ridge Dr., 1610 Jackson Ave.
							Tags, Main Breaks: 123 Baywood Rd., 12520 Boulder St., 240 Main St., Blue Ridge Dr., 10610 Visitar St., 315 St. Francis, 100 Brookside
8/17/2019	335	663	141	89	476	752	Dr., 15745 Kings Creek Rd., 255 Glenwood Rd., 212 riverside Park Dr.,
							Turn off, Main Breaks: 8195 Oak Ave., 12704 Hwy 9 , 455 Lockwood Ln, 140 Sweet Pea Ln, 230 Brackney Rd., 498 Ralston Ridge, 11871
8/24/2019	353	779	287	325	640	1,104	Van Allen, 1191 Laurel Ave.
							Tags, Main Breaks: 550 El Solyo Heights Dr., 14320 Big Basin Way, 280 Mesa Dr., 410 Rincon Way, 340 Bernstein Dr, 17990 Hwy 9, W.
8/31/2019	513	984	233	160	746	1,144	Zayante & Storm, 595 Romona Dr., 12520 Ramona Dr., 12520 Boulder ST, 825 Boulder St.
9/7/2019	317	717	180	100	497	818	Turn off, 155 Amity Way, 8500 Glen Arbor Rd., 131 Redwood Wy, 505 Estates Dr., Strom Ln, 9341 Mill St., Hwy 236
							Tags, 150 Lovers Ln., 7134 Hwy 9, 9355 Mill St., 8680 Hwy 9, 5600 Lincoln Wy., 13101 Hwy 9, 100 Brookside Ave., 380 Railroad Ave.,
9/14/2019	408	799	205	127	613	926	100 Brookside Ave., 380 RailRoad Ave.
9/21/2019	338	613	253	194	591	807	Turn off, 100 Brookside Dr., 15610 Hwy 9, Middleton Ave.
9/28/2019	292	572	238	162	530	734	Forest Way, 360 Hallsons Ln, Blackstone Dr., Payone Dr., 605 Spring Creek, 10300 Alba Rd., La Lena St., Intersection Hwy 9 & Main St.,
10/5/2019	391	890	213	160	604	1,050	Tags, Main Breaks: 7605 Hihn Rd., 558 Winifred Wy., End of Redwood Dr., More Dr., Irwin Wy., 10720 Lake Blvd.
							Turn off, Main Breaks: 7700 E Zayante Rd., Lorenzo Ave., Upper Redwood, 386 Meadow Dr., Dundee Ave., 15605 Hwy 9, 175
10/12/2019	405	741	241	184	646	926	Shadowbrook Ln., High St., Country Club, Irwin Wy., 585 Orman Rd., Rowardennan Dr. & Hwy 9, 10649 Visitar St.
10/19/2019	345	794	253	254	598	1,047	Tags, Main Breaks: 1555 Jackson Ave., 335 Vista Terrace, Nellie Ln., 235 Circle Wy.,
10/26/2019	243	502	148	183	391	685	Turn off, Main Breaks: N/A
11/2/2019	228	499	159	92	447	591	No tags due to the power outages; 14660 West Park, 215 Ridge, 7766 Hwy 9, Park Dr., Scenic Dr.

# **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	<b>ON</b> 69,511	70,199	70,935	61,797									272,443
CUMULATIVE ANALYSIS  % Above or Below Average  Cumulative %	-7% <b>-7%</b>	-8% <b>-8%</b>	-3% <b>-6%</b>	-1% <b>-5%</b>									

#### NOTES:

Consumption is cumulatively slightly below the prior three year average baseline. As of October 2019 consumption, the cumulative consumption is 5% below the baseline. There are no triggers identified per the revenue stabilization rate policy.

#### **OPERATING ANALYSIS - OCTOBER 2019**

#### **REVENUE BY CATEGORY**

**DESCRIPTION** 

WATER USAGE
BASIC CHARGES
METERS, PENALTIES & OTHER
SEWER CHARGES

**TOTAL OPERATING REVENUE** 

(	OMPARI	NG A	AGAINST P		COMPARING AGAINST BUDGET				
	% OF					Act. % of	ANNUAL	% of	
ACTUALS	TOTAL	PR	IOR YEAR	\$ Diff.	% Diff.	Budget	BUDGET	Annual	
\$ 682,882	71.1%	\$	645,508	\$ 37,374	6%	9%	\$ 7,395,500	68%	
260,905	27.2%		245,212	15,693	6%	8%	3,163,000	29%	
6,080	0.6%		6,135	(55)	-1%	5%	127,000	1%	
10,012	1.0%		8,344	1,668	20%	8%	132,170	1%	
\$ 959,879	100.0%	\$	905,199	\$ 54,680	6%	9%	\$ 10,817,670	100%	

#### **REVENUE COMMENTS**

Water Usage: Oct 19 was 1% below the same time in Oct of the prior year. Remaining basic charge increase was due to the rate increase.

Sewer Charges: New rates went into effect Dec 18.

#### **EXPENSES BY CATEGORY**

#### **DESCRIPTION**

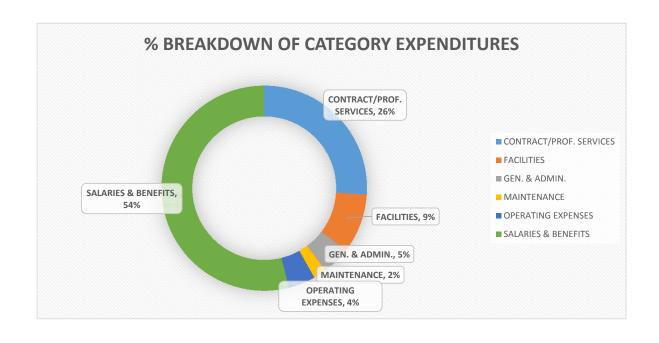
SALARIES & BENEFITS
CONTRACT/PROF. SERVICES
OPERATING EXPENSES
MAINTENANCE
FACILITIES
GEN. & ADMIN.
TOTAL OPERATING EXPENSES

(	OMPARI	NG A	AGAINST P		COMPARING AGAINST BUDGET				
	% OF					Act. % of		ANNUAL	% of
ACTUALS	TOTAL	PR	IOR YEAR	\$ Diff.	% Diff.	Budget		BUDGET	Annual
\$ 335,364	53.9%	\$	327,440	\$ 7,924	2%	6%	\$	5,164,975	66%
161,807	26.0%		220,894	(59,087)	-27%	15%		1,070,711	14%
26,514	4.3%		32,378	(5,864)	-18%	6%		435,250	6%
12,671	2.0%		11,277	1,394	12%	6%		218,850	3%
58,349	9.4%		58,815	(465)	-1%	10%		591,700	8%
27,839	4.5%		25,456	2,383	9%	8%		335,670	4%
\$ 622,545	100%	\$	676,260	\$ (53,716)	-8%	8%	\$	7,817,156	100%

### **EXPENSE COMMENTS**

Overall expenses tracked similar to prior year.

Legal Bills: Oct 19 legal bills were \$18K, compared to prior year \$70K



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

#### **REVENUE BY CATEGORY**

**DESCRIPTION** 

WATER USAGE BASIC CHARGES METERS, PENALTIES & OTHER

SEWER CHARGES

**TOTAL OPERATING REVENUE** 

YTD revenues are higher due to the rate increase that went into effect Nov 2018. The change in rate structure is still seen in the Basic Charge shift. Offsetting is the fact consumption was down 5%

\$ Diff.

76,947

65,898

(2,600)

6,678

146,923

\$

\$

% Diff.

3%

7%

-9%

20%

4%

**COMPARING AGAINST BUDGET** 

**ANNUAL** 

**BUDGET** 

7,395,500

3,163,000

127,000

132,170

10,817,670

% of

Annual

68%

29%

1%

1%

100%

Act. % of

**Budget** 

35%

32%

20%

30%

34%

\$

#### **REVENUE COMMENTS**

compared to prior year.

**COMPARING AGAINST PRIOR YEAR** 

**PRIOR YEAR** 

\$ 2,488,281

\$ 3,506,216

956,653

27,905

33,377

% OF

**TOTAL** 

70.2%

28.0%

0.7%

1.1%

**ACTUALS** 

2,565,227

1,022,551

25,305

40,056

3,653,139 100.0%

#### **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	
\$ 1,762,776	68.7%	\$ 1,673,151	\$ 89,626	5%	34%	\$	5,164,975	66%	
262,532	10.2%	356,373	(93,840)	-26%	25%		1,070,711	14%	
110,042	4.3%	119,734	(9,693)	-8%	25%		435,250	6%	
59,901	2.3%	43,228	16,673	39%	27%		218,850	3%	
179,091	7.0%	162,619	16,473	10%	30%		591,700	8%	
191,958	7.5%	174,730	17,228	10%	57%		335,670	4%	
\$ 2,566,300	100%	\$ 2,529,834	\$ 36,467	1%	33%	\$	7,817,156	100%	

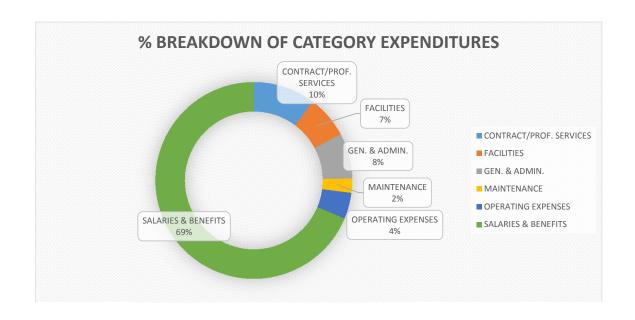
#### **EXPENSE COMMENTS**

Contract/Prof. Serv.: Legal prior year was \$35K higher.

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 ANALYSIS - YTD TREND FY1920**

DESCRIPTION	JULY	<b>AUGUST</b>	SEPTEMBER	OCTOBER	YTD	BUDGET	% OF BUD.
WATER USAGE	358,244	754,239	769,863	682,882	2,565,227	7,395,500	35%
BASIC CHARGES	253,518	253,941	254,187	260,905	1,022,551	3,163,000	32%
METERS, PENALTIES & OTHER	5,620	9,985	3,620	6,080	25,305	127,000	20%
SEWER CHARGES	10,013	9,857	10,174	10,012	40,056	132,170	30%
TOTAL OPERATING REVENUE	627 395	1 028 021	1 037 844	959 879	3 653 139	10 817 670	34%

#### **EXPENSES BY CATEGORY**

LAPLINGLS DI CATLOURI								
DESCRIPTION	JULY	<b>AUGUST</b>	SEPTEMBER	OCTOBER	YTD	BUDGET	% OF BUD.	
SALARY & BENEFITS	764,139	305,763	357,510	335,364	1,762,776	5,164,975	34%	
CONTRACT/PROF. SERVICES	21,644	34,367	44,713	161,807	262,532	1,070,711	25%	
OPERATING EXPENSES	20,127	30,756	32,644	26,514	110,042	435,250	25%	
MAINTENANCE	6,890	25,710	14,630	12,671	59,901	218,850	27%	
FACILITIES	11,977	52,999	55,767	58,349	179,091	591,700	30%	
GEN. & ADMIN.	131,372	18,702	14,045	27,839	191,958	335,670	57%	_
TOTAL OPERATING EXPENSES	956,149	468,298	519,309	622,545	2,566,300	7,817,156	33%	
OPERATING INCOME (LOSS)	(328,754)	559,723	518,535	337,334	1,086,839	3,000,514	36%	

# **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:

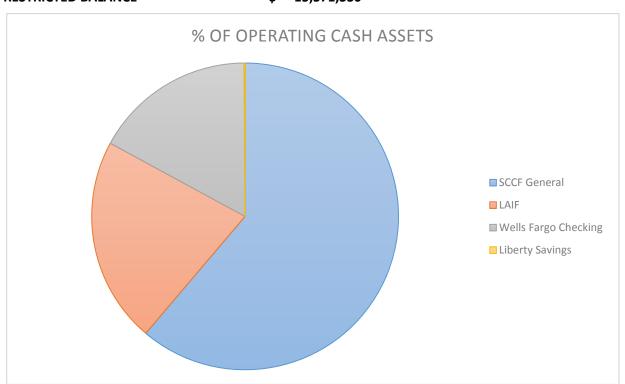
There are annual/one-time expenses paid upfront that could cause individual months to appear skewed or accrual based accounting that will impact June/July more so. An example of this would be some insurances are paid in July, this causes July expenses to appear higher than other months. The District 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**

# 10/31/2019

			Ave	
			Interest	
OPERATING ACCOUNTS	CAS	SH BALANCE	Rate	
Wells Fargo Checking	\$	680,001	0.35%	
Liberty Savings	\$	4,519	0.15%	
LAIF	\$	869,347	2.19%	
SCCF General	\$	2,452,039	2.25%	
OPERATING BALANCE	\$	4,005,906		
RESTRICTED ACCOUNTS				
SCCF Lompico Assessment District	\$	332,638	2.25%	For AD Projects
SCCF Olympia Assessment District	\$	57,486	2.25%	For Debt Repayment
SCCF Probation Tank Loan Proceeds	\$	286,526	2.25%	Loan Proceeds
SCCF \$14.5M COP Proceeds	\$	14,554,719	2.25%	Loan Proceeds
CB&T Escrow Fund SRF	\$	108,826	0.09%	For Debt Repayment
CB&T Escrow Fund DOWR	\$	231,135	0.09%	For Debt Repayment
RESTRICTED BALANCE	\$	15,571,330		



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

Local Agency Investment Fund P.O. Box 942809 Sacramento, CA 94209-0001 (916) 653-3001 November 27, 2019

LAIF Home
PMIA Average Monthly
Yields

# SAN LORENZO VALLEY WATER DISTRICT

DISTRICT MANAGER 13060 HIGHWAY 9 BOULDER CREEK, CA 95006

**Tran Type Definitions** 

,

October 2019 Statement

	Effective Date	Transaction Date	Tran Type	Confirm Number		<b>Authorized Caller</b>	Amount	
	10/15/2019	10/15/2019	QRD 1	1621114	SYST	EM	5,322	.14
	Account Su	<u>ımmary</u>						
	Total Depos	sit:		5,32	2.14	Beginning Balance:	864,025	5.26
Total Withdrawal:				0.00	Ending Balance:	869,347	7.40	

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	5.57	(3,485.06)	(3,479.49)
101	EQUITY IN POOLED CASH	167,067.65	3,484.42	(4.93)	170,547.14
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		3,489.99	(3,489.99)	0.00
Sub-Fund 76530200	SLV-LOMPICO WTR-ASSESSMENTS				
000	NOT APPLICABLE	0.00	78,167.37	(11,146.42)	67,020.95
101	EQUITY IN POOLED CASH	557,702.39	11,146.42	(78,167.37)	490,681.44
344	FUND BALANCE	(557,702.39)	0.00	0.00	(557,702.39)
Total Sub-Fund 76	530200	0.00	89,313.79	(89,313.79)	0.00
Total Fund 76530		0.00	92,803.78	(92,803.78)	0.00
Fund 76644 SAN LO	RENZO VALLEY WATER TRUST			-	
Sub-Fund 76644001	SAN LORENZO VALLEY WATER TRUST				
000	NOT APPLICABLE	0.00	700,047.81	(1,113,521.38)	(413,473.57)
101	EQUITY IN POOLED CASH	1,681,679.61	1,113,515.92	(700,042.35)	2,095,153.18
201	VOUCHERS PAYABLE (VENDOR)	0.00	700,000.00	(700,000.00)	0.00
344	FUND BALANCE	(1,681,679.61)	0.00	0.00	(1,681,679.61)
Total Sub-Fund 76	644001	0.00	2,513,563.73	(2,513,563.73)	0.00
Sub-Fund 76644100	SAN LORENZO VLY WTR-OLYMPIA MU				
000	NOT APPLICABLE	0.00	24,360.00	(535.63)	23,824.37
101	EQUITY IN POOLED CASH	81,310.01	535.63	(24,360.00)	57,485.64
344	FUND BALANCE	(81,310.01)	0.00	0.00	(81,310.01)
Total Sub-Fund 76	644100	0.00	24,895.63	(24,895.63)	0.00
Sub-Fund 76644200	SLV WATER-SUBFD FOR LOAN CASH				
000	NOT APPLICABLE	0.00	1,537,228.67	(11,334.64)	1,525,894.03
101	EQUITY IN POOLED CASH	1,839,265.23	11,334.64	(1,537,228.67)	313,371.20
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	2,113,720.69	(2,113,720.69)	0.00

Run: 11/26/2019 1:33 PM Includes transactions posted through: 11/26/2019

# **G/L Balances**

Criteria: As Of = 10/31/2019; 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 TRUST						
Sub-Fund 76644300	SLV WATER 2019 COP-SUBFD					
000	NOT APPLICABLE	0.00	9,000.75	(14,565,170.06)	(14,556,169.31)	
101	EQUITY IN POOLED CASH	0.00	14,565,170.06	(9,000.75)	14,556,169.31	
Total Sub-Fund 76644300		0.00	14,574,170.81	(14,574,170.81)	0.00	
Total Fund 76644		0.00	19,226,350.86	(19,226,350.86)	0.00	