

# Carpinteria Sanitary District

## FISCAL YEAR 2018/19 BUDGET



### **BOARD OF DIRECTORS**

Lin Graf — President  
Mike Modugno — President Pro-Tem  
Gerald Velasco — Treasurer  
Michael Damron — Secretary  
Deborah Murphy — Secretary Pro-Tem

### **DISTRICT STAFF**

Craig Murray, P.E.— General Manager  
Hamid Hosseini — Finance Director



**CARPINTERIA**  
Sanitary District

ENVIRONMENTAL LEADERSHIP IN CARPINTERIA SINCE 1928



**CARPINTERIA**  
Sanitary District

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Carpinteria, CA 93013

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**Board of Directors**

Lin Graf, President

Michael Damron

Mike Modugno

Deborah Murphy

Gerald Velasco

**General Manager**

Craig M. Murray, P.E.

June 12, 2018

Mr. Lin Graf  
President  
Board of Directors  
Carpinteria Sanitary District

**Re: Letter of Transmittal - FY 2018/19 Annual Budget**

Submitted for your review is the proposed FY 2018/19 Annual Budget for the Carpinteria Sanitary District. This financial guideline projects the administrative, operating, maintenance, and capital improvement funding requirements for the upcoming fiscal year. Based upon projected revenues and beginning fund balances, adequate resources are available to fund the proposed appropriations and maintain fund balances at or near policy levels. Inflationary effects have been taken into consideration, as have projected staffing and resource levels necessary to carry out the District's budgetary goals and objectives.

During FY 2016/17, the District prepared a comprehensive Wastewater Rates and Fees Study. The study included a comprehensive review of the District's financial plan, user classifications, and rate structure for the wastewater enterprise. The study also reviewed the District's revenue requirements to determine the appropriate level of revenue adjustment to maintain financial sufficiency and rate stability. Based on the findings, the District's Board of Directors authorized a series of 4% annual rate increases beginning in FY 2017/18 and continuing for the following four fiscal years. This is the second year of the serial rate increase.

For FY 2018/19, the sewer service charge for a single family residential unit will increase from \$625.31 to \$650.33 per year. Non-residential rates will increase proportionally.

Overall, in FY 2018/19 we expect revenues to increase modestly (3.1%) and operating expenses to increase at a slightly higher rate (4.2%). The result being a projected debt ratio of 1.90, well above the minimum ratio of 1.25 required by a covenant of the 2012 Wastewater Revenue Refunding Bonds. Revenues in excess of projected operating expenses will continue to fund a strategic capital improvement program and serve to maintain prudent fiscal reserves.

## REVENUE PROJECTION

Total revenues for FY 2018/19 are projected to be \$6,012,500 or \$181,900 more than the prior fiscal year projection. A summary of each revenue category is provided below:

**Sewer Service Charges (SSC)**. SSC revenue is expected to be \$5,220,800 in the coming fiscal year. This is an increase of 2.6% or \$131,800 from previous fiscal year. Although a 4% increase in SSC rates was implemented, actual revenue generation is lower due to water conservation within the non-residential sector. Residential SSC revenue will make up 78.5% of the total, with the non-residential sector contributing 21.5%.

**Property Taxes**. The District receives 1% of the property tax increment collected by the Santa Barbara County Assessor for those parcels within the District's service area (with limited exceptions). Property values have continued to increase moderately in the past year and consequently the revenue from this source projected to be \$30,100 or 5.0% higher than what was projected for the previous fiscal year.

**Development Impact Fees (DIF)**. Development Impact Fee (DIF) revenue is variable and cannot be projected accurately on a year-to-year basis. Furthermore, because DIF revenue is restricted and may be used only for qualifying capital improvements, it is typically assumed to be zero for budgetary purposes. As a part of the Wastewater Rates and Fees Study, a new DIF per dwelling unit was established. The District Board recently adopted Ordinance No. 16 setting the base fee and prescribing an annual adjustment of the fee based on the Engineering News Record Construction Cost Index (ENR-CCI 20-City). This index tracks costs of construction that may fluctuate in either a positive or negative direction. Commencing July 1<sup>st</sup> 2018, the DIF for a single dwelling unit will be \$4,750.00. This is an increase of approximately 3% or \$150 from previous fiscal year. The non-residential DIF structure will be increased proportionately.

**Other Revenues**. The District's other sources of revenue include interest income, permit and inspection fees, contract lab analysis fees, and other miscellaneous fees and charges. Interest income is projected to increase as interest rates trend higher. Other revenue sources in this category are expected to be basically unchanged from the prior year, with one exception, described below.

The District is pursuing an emergency repair of the foundation supporting the floodwall along the eastern boundary of its wastewater treatment facility in response to damage incurred on the January 9<sup>th</sup> storm flow event in Carpinteria Creek. The repair has been approved for reimbursement funding from FEMA and CalOES at a rate of 96.5%. We are endeavoring to complete the work prior to the 2018 rainy season. Based on a preliminary cost estimate of \$750,000, we would receive grant revenue in the amount of \$723,700. For the upcoming fiscal year only, we have included this amount in the annual revenue projection.

## OPERATING EXPENSES

Overall operating expenses are expected to increase by 4.2% or \$150,600 over the prior fiscal year projection. A brief description of individual expense accounts is provided below.

**Personnel Expenses**. The overall projected salary and benefit costs for FY 2018/19 are projected to be \$111,800 or 4.9% higher than the prior fiscal year. A significant portion of this

expense will result from payout of accrued vacation leave for two retiring staff members. Payroll related expenses such as social security and PERS retirement are also increasing proportionately to pure salary escalation.

The Salary Matrix included in the budget document reflects a 2.7% increase from the prior fiscal year. The base wage rates are tied to the Consumer Price Index (CPI) for Urban Wage Earner and Clerical Workers in the Los Angeles-Orange-Riverside area as provided by the U.S. Bureau of Labor Standards (BLS).

The District's CalPERS retirement benefit will continue to be based on the 2% @ 55 Program for Classic Miscellaneous Member groups, with the District paying the employer and employee contribution. Employees hired after January 1, 2013 are enrolled under a different plan established pursuant to the Public Employees' Pension Reform Act (PEPRA). Under this retirement plan, the employee is responsible for his or her annual contribution to the plan. Overall, in FY 2018/19 the District's PERS contributions will increase \$17,000 or 5.7% from previous fiscal year. The increase is primarily attributed to CalPERS' phased reduction in the discount rate within the pool.

The District will continue to participate in the California Risk Management Agency (CSRMA) pooled liability and workers compensation insurance programs. The workers comp is projected to increase by \$23,400 or 50.2%. This is due to a higher ex-mod factor and diminished pool performance. The CSRMA pool continues to be administered by Alliant Insurance Services.

**General Expenses.** General expenses, incurred in each of the three departments, include routine expenses such as training, office supplies, licenses and permits, mileage reimbursement and other recurrent items. The proposed budget for this account is \$268,100, which represents an increase of 8.5% or \$21,000 over the prior fiscal year. The major increase in this category of expenses is due to the cost of temporary office relocation associated with the construction of a new administration building. An allocation of \$10,000 to the directors' election expense account was necessary as three directors have expiring terms in 2018.

**Environmental Monitoring.** This portion of the annual budget supports the quality control efforts required to monitor NPDES discharge permit parameters as well as to perform plant process control tests. The proposed budget is \$55,500, which is no change from prior fiscal year.

**Utilities.** The majority of this budget account is for electricity purchased from Southern California Edison (SCE). The budget for this category is \$187,700 or 5% of the total operating budget. This reflects a reduction of \$1,300 or 0.7% from the previous fiscal year estimate. Savings in this category continues following completion of Aerated Sludge Holding Tank Replacement Project, which included installation of new high efficiency aeration blowers.

**Biosolids Disposal.** The District contracts with Engel & Gray, Inc. for transporting and composting of biosolids. The current contract cost of transporting and disposals is \$55.26 per ton for this fiscal year plus a fuel surcharge. The projected cost of biosolids disposal is \$10,000 or 10% lower than previous year. This is due to the purchase of a roll-off truck by the District in FY 2017/18 that allows staff to move roll-off bins within the facility. A cost savings of \$5 per ton will be realized by eliminating the need for outside bin relocation services.

**Supplies & Equipment.** This budget category includes costs for chemicals and related supplies used in the wastewater treatment plant and collection system. The budget for this category is \$222,500, or about 5.9% of the total operating budget. This is a net increase of \$300 or 0.1% from previous fiscal year.

**Repairs & Maintenance.** The budget projected for this category provides funding for all scheduled and unscheduled maintenance and repairs for District owned assets and equipment. The projected budget is \$240,100, or 6.4% of the total operating budget. This is an increase of \$9,700 or 4.2% from the previous year's projection. The bulk of the increase is due to planned safety pruning and maintenance of the blue gum eucalyptus trees and Canary Island Date Palm trees on District property.

**Professional Services.** Professional service costs in FY 2018/19 are projected to be \$203,400 or 5.4% of the overall budget. This represents a reduction of 3.2% or \$6,700 over the previous fiscal year budget. The reduction is attributed to lower costs of legal and consultant services and consultant. Costs of computer support services and SCADA integration/management are projected to increase.

**Other Expenses.** This account supports outside expenses, such as administration fees for property tax collections by the County of Santa Barbara, bond trustee administration fees, the District's pro-rata portion of Santa Barbara LAFCO's annual budget and costs associated with participation in the Integrated Regional Water Management Plan process. The District also allocated \$75,000 to a new account to provide limited funding for a joint indirect potable reuse water recycling project being pursued with the Carpinteria Valley Water District. The total projected budget for this category of expenses is \$94,200 or 2.5% of the operating budget.

## **NON-OPERATING EXPENSES**

**Capital Improvement Projects.** The proposed budget for new Capital Improvement Program (CIP) projects in FY 2018/19 is \$1,240,000, inclusive of six discrete projects. These projects will add to the list of ten carryover projects, with a previously authorized aggregate total of \$2,750,000. As previously discussed, an emergency floodwall repair project authorized in FY 2017/18 following a significant flood event is currently underway. Based on preliminary construction cost estimates, \$750,000 was allocated for this work. It is anticipated that state and federal disaster relief funds will pay for 96.5% percent of this project on a reimbursement basis.

Detailed information on new and previously authorized CIP projects is presented in Section 7.0 of the budget document.

**Debt Service.** During the 2012/13 fiscal year, the District took advantage of a very a favorable interest rate environment and completed a refunding transaction for the outstanding 2003 Revenue Refinancing Bonds. The District Board concurrently authorized issuance of an additional \$4,500,000 in new municipal bonds to partially finance the Aerobic Digester Replacement Project. Currently, the District's 2012 Wastewater Revenue Bonds have an annual debt service obligation that is approximately \$1.1M. To appropriately fund the planned Administration Building Replacement Project, the District intends to obtain long term financing for the anticipated \$1.8M construction cost. The projected debt service schedule was adjusted going forward to include payments on a 20-year term credit at market interest rates.

The FY 2018/19 budget, as presented, results in a debt service ratio (revenue minus operating expenses divided by debt service obligation) of 1.90, which exceeds the minimum required ratio of 1.25.

## **CASH POSITION**

It is estimated that FY 2018/19 will start with a beginning combined cash and equivalent balance of about \$10,091,000 (General Fund, CIP Fund, and DIF Fund) and will end with a combined cash balance, after payment of projected operating and non-operating expenses, of about \$9,089,200. A higher balance may exist at the end of FY 2018/19 depending on the status of authorized capital improvement projects.

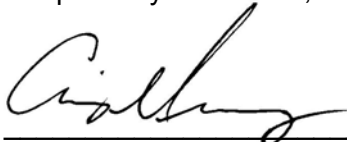
## **A LOOK INTO THE FUTURE**

The District's priorities continue to emphasize the long and short-term improvements to the wastewater collection system. CIP implementation will continue to be a top priority for the District for the next five years and beyond. In the coming year, the District's collection system staff will continue to ramp up its efforts to proactively maintain, repair and renew the District's entire network of mainlines, manhole and lateral sewers.

The District continues to work diligently to control costs, and we have developed a lean operating budget for FY 2018/19. Staff will strive to stay within the budget, and while it is always our goal to operate efficiently, it is important to make appropriate investments in maintenance and equipment renewal to ensure the community has a safe and reliable wastewater treatment and disposal system.

Sincere thanks are expressed to District staff for their assistance and common sense approach in the development of this year's budget. It could not be done without them.

Respectfully Submitted,



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Craig M. Murray, P.E.  
General Manager

Enclosures:      1. Resolution No. R-313  
                         2. Fiscal Year 2018/19 Budget

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# DISTRICT BOARD OF DIRECTORS AND STAFF

## BOARD OF DIRECTORS

Lin Graf	President
Mike Modugno	President Pro Tem
Gerald Velasco	Treasurer
Michael Damron	Secretary
Deborah Murphy	Secretary Pro Tem

The District Board of Directors meets on the first and third Tuesday of each month at 5:30 p.m. in the District's Administrative Offices.

## COMMITTEES

### **Finance Committee**

Gerald Velasco	Chairperson
Mike Modugno	Member

### **Personnel Committee**

Michael Damron	Chairperson
Mike Modugno	Member

### **Public Relations Committee**

Mike Modugno	Chairperson
Michael Damron	Member

### **Local Utilities Committee**

Lin Graf	Member
Mike Modugno	Member

### **Ad-Hoc Facilities Planning Committee**

Michael Damron	Member
Mike Modugno	Member

The Finance Committee generally meets on the third Monday of each month at 8:30 am at the Administration office located at 5300 Sixth Street. The Personnel, Public Relations, Local Utilities and Ad-Hoc Facilities Planning Committees and do not have a set meeting schedule, but rather meet on an as-needed basis. All committee meetings are noticed as special or regular meetings in accordance with the Ralph M. Brown Act.

## DISTRICT SUPPORT STAFF

Craig Murray, P.E.	General Manager
Hamid Hosseini	Finance Director
Mark Bennett	Operations Manager
Kim Garcia	Office Manager
Anthony Trembley	Legal Counsel – Law Office of Anthony H. Trembley



# 1.0 BUDGET FORWARD

This section provides the reader a comprehensive overview of the District's proposed annual budget for the 2018/19 fiscal year. The budget has been developed to uphold the main tenet of providing the users of the wastewater system the most environmentally sound and cost-effective method of collecting and treating wastewater, regardless of the demands placed upon the system.

## District Mission

The mission of the Carpinteria Sanitary District is **to provide its customers with reliable and cost-effective wastewater treatment.**

## Budget Goals

The primary goals of the District, which are the basis for establishing the annual operating and capital budgets, include:

- Ensure that the collection and treatment systems remain reliable regardless of climatic, political and economic conditions.
- Ensure that the system collects, treats and disposes of wastewater effectively without endangering public health or the environment and within the limits of all discharge permits.
- Ensure that the system has ample hydraulic capacity to handle the demands placed upon it.
- Maintain a highly qualified, professional staff that can be relied upon to operate and upkeep critical facilities to the highest standards of our industry.
- Implement critical capital facility upgrades and improvements in a strategic manner to maximize overall system performance on a long term basis.
- Continually undertake planning and preparation for future advancements in treatment technology and beneficial reuse or recycling of available resources.
- Responsibly fund future pension liabilities for District employees and retirees by setting aside allocations to address unfunded actuarial liability projections.

## Budget Objectives

The District's budgeting objectives remain focused in three major areas: reliability, effectiveness and capacity. The District continues to pursue these goals in the most efficient manner possible. We are maintaining operational cost control measures in place to keep expenditures as low as practicable. Objectives for the 2018/19 fiscal year are summarized below.

### RELIABILITY

- Enhance the asset based management program through full utilization of the District's computerized maintenance management system across all disciplines and departments.

- Continue a systematic program for the pro-active replacement of high maintenance and obsolete equipment determined through the District's asset management program.
- Continue employee training programs for the maintenance and operations staff to ensure cost-effective equipment protection. The utilization of in-house staff enhances staff morale while reducing system downtime.
- Implement the District's Sewer System Management Plan (SSMP) and use data from comprehensive collection system cleaning and CCTV inspection program to optimize maintenance activities and plan rehabilitation and replacement projects.
- Continue to refine the Board adopted multi-year capital improvement plan to ensure system upgrades and expansions are consistent with customer demand and State and Federal regulations.
- Invest in new and developing technologies for real-time system monitoring both in the treatment facility and the collection system that will provide immediate notification to District staff in the event of abnormal conditions.

## **EFFECTIVENESS**

- Continue the enforcement of the Industrial Source Control Program and Grease Control Program which serve as the primary methods to reduce the introduction of toxic or harmful substances into the wastewater system which may cause harm to the system, its personnel, or the treatment process.
- Continue the training program for the operations personnel to ensure uniform process control and NPDES permit compliance.
- Continue the current biosolids recycling program that provides for reliable beneficial reuse of biosolids within Santa Barbara County in compliance with all applicable State and Federal regulations.
- Provide the customer with courteous and professional service, with accurate information and facts, and with a public education awareness program on proper sewer usage and hazardous waste disposal alternatives.
- Participate and contribute to professional industry organizations in order to advance the regulatory framework for wastewater management in California and to ensure that District staff has the knowledge and resources to continually improve system operations.
- Continue expansion and refinement of outreach efforts to customers and the general public to communicate the District's mission and how we effectively spend ratepayer dollars to protect water quality, public health and the environment.
- Continue to implement meaningful energy efficiency projects reducing our overall demand on natural resources and pursue energy independence opportunities to the extent practicable.
- Work jointly with the Carpinteria Valley Water District on an indirect potable reuse water recycling program that will provide the community with a reliable, drought-proof source of water for the future.

## CAPACITY

- Continue to refine the treatment process through the investigation of alternative processes, operator training and upgraded state of the art equipment.
- Strengthen the provisions of the sewer use ordinance, where needed, limiting the introduction of uncontaminated water from sources such as building gutters and cooling systems as well as the gradual elimination of use of septic systems within the District boundaries.
- Continue the sewer main, interceptor and manhole cleaning program to remove built up deposits of debris, grease and roots.
- Continue implementation and development of a comprehensive lateral inventory and inspection program with strategic planning for lower lateral maintenance, rehabilitation and replacement as necessary.
- Redevelop the District's computerized hydraulic model and complete analyses necessary to validate identified capacity limited segments scheduled for replacement or upsizing.
- Systematically implement sewer main and lower lateral rehabilitation projects for aging infrastructure in order to minimize infiltration and root intrusion in the collection system.

## Current Year Highlights

- **Administration Building Replacement Project.** The District is advancing a project to replace its modular administration building with a permanent structure. To fund this major capital upgrade, the District intends to pursue long term financing for the construction phase of this project. This Board decision flowed from a series of long range financial planning sessions. This debt financing approach is reflected in the Pro-Forma Statement included in this section, but not in the current Debt Service Schedule as the timing and details for the funding remain uncertain.
- **Succession Planning and Organizational Changes.** The District, like many of its peer agencies, is strategically planning for the retirement of key staff members who are finishing productive careers at the District in the near future. Both the District's Finance Director and the Laboratory Director have indicated their intent to retire in FY 2018/19. Within the Administration Department, the proposed succession plan involves a significant organizational change that is discussed in more depth in Section 4.0 of this budget document. As this transition will occur in the first quarter of the fiscal year, we are providing in this section an organization chart depicting current staffing and an organization chart that reflects the updated structure.
- **Unfunded Actuarial Pension Liabilities.** Although not reflected as an expenditure in the annual operating or capital budget, an important policy decision implemented in FY 2017/18 will continue into FY 2018/19. As is the case for most government entities that participate in a CalPERS retirement pension program, an actuarial study prepared by CalPERS has projected an unfunded liability within our program. Although not mandated, the District's Board of Directors decided to establish a simple reserve fund to partially cover this future liability and to allocate \$250,000 per year over a four-year period from its general fund reserve.

## **Budget Summary**

The remainder of this section contains figures and financial data in spreadsheet format that summarize the proposed FY 2018/19 budget, as follows:

- **Budget Snapshot** – brief overview of the proposed FY 2018/19 budget
- **Expense Summary Chart** – graphical presentation of projected expenses
- **Pro-Forma Statement** – historical comparison of proposed FY 2018/19 budget
- **Debt Service Schedule** – bond repayment schedule through 2042 maturation
- **Organization Charts** – proposed District staffing and structure for FY 2018/19 for both current and reorganized administration department.

## Carpinteria Sanitary District

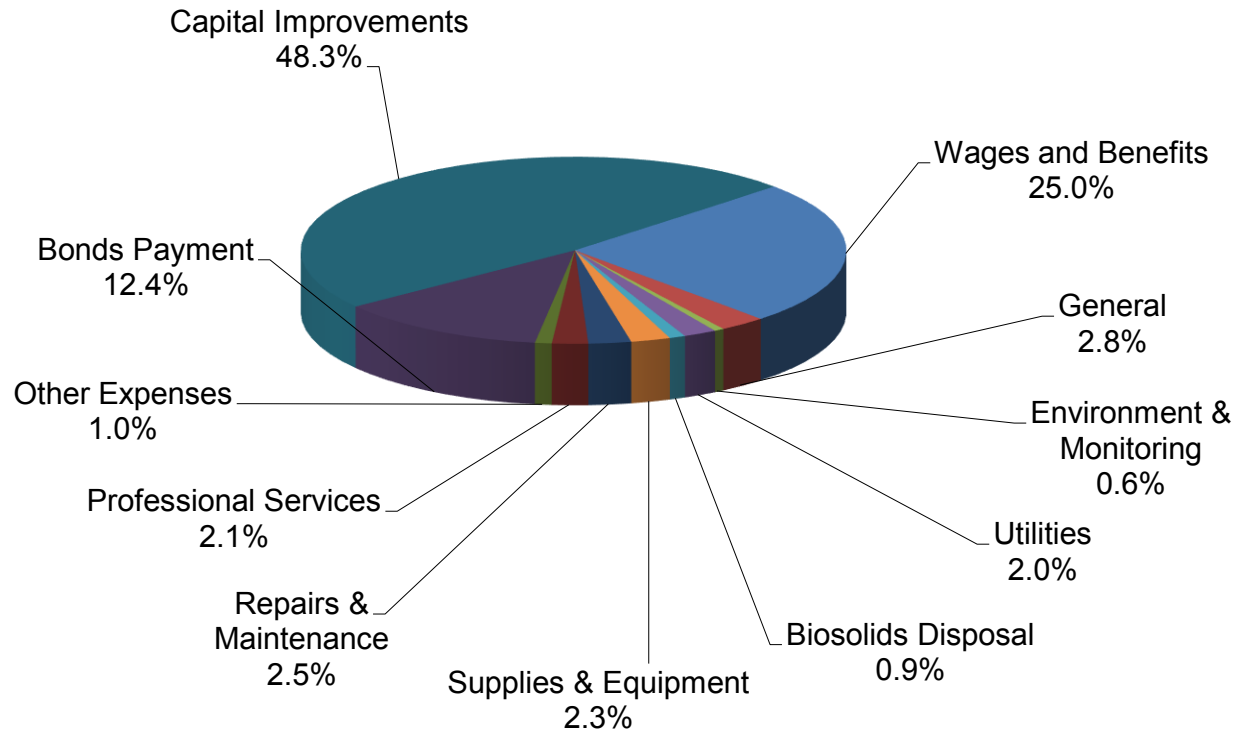
### Budget Snapshot

Fiscal Year 2018/2019

Description	2017/18 Budget	2017/18 10 Months Actual	% Expended/ YTD	2018/19 Budget	\$ Increase (Decreases.)	% Change
<b><u>REVENUES</u></b>						
Sewer Service Charges (SSC)	5,089,000	5,009,916	98%	5,220,800	131,800	2.6%
Property Taxes	602,600	589,245	98%	632,700	30,100	5.0%
Interest Income	50,000	49,486	99%	70,000	20,000	40.0%
Development Impact Fees (DIF)	0	13,800		0	0	0.0%
Other Fees & Income	20,000	89,008	445%	20,000	0	0.0%
Contract Lab Analysis	18,000	11,435	64%	18,000	0	0.0%
Other Sources of Cash/Grant & Dedications	0	0		723,700	723,700	100.0%
Other Districts' Contributions/Safety Officer	51,000	51,238	100%	51,000	0	0.0%
Total Gross Revenues	5,830,600	5,814,128	100%	6,736,200	905,600	15.5%
<b><u>EXPENSES</u></b>						
<b><u>1) Operating Expenses:</u></b>						
Wages	1,519,400	1,188,205	78%	1,597,500	78,100	5.1%
Benefits	764,000	560,094	73%	797,700	33,700	4.4%
General	247,100	153,241	62%	268,100	21,000	8.5%
Environment & Monitoring	55,500	22,447	40%	55,500	0	0.0%
Utilities	189,000	128,759	68%	187,700	(1,300)	-0.7%
Biosolids Disposal	100,000	68,916	69%	90,000	(10,000)	-10.0%
Supplies & Equipment	222,200	126,008	57%	222,500	300	0.1%
Repairs & Maintenance	230,400	121,981	53%	240,100	9,700	4.2%
Professional Services	210,100	100,703	48%	203,400	(6,700)	-3.2%
Other Expenses	68,400	16,415	24%	94,200	25,800	37.7%
Total Operating Expenses:	3,606,100	2,486,769	69%	3,756,700	150,600	4.2%
<b><u>2) Non-Operating Expenses:</u></b>						
Debt Service	1,256,300	1,186,263	94%	1,185,900	(70,400)	-5.6%
Capital Improvement Projects	4,185,000	1,743,351	42%	4,622,422	437,422	10.5%
Total Non-Operating Expenses:	5,441,300	2,929,614	46%	5,808,322	367,022	6.75%
Total Uses of Cash:	9,047,400	5,416,383	60%	9,565,022		
Surplus (Deficit) for the Year	(3,216,800)	397,745	-12%	(2,828,822)		
Admin Building Financing Fund				1,800,000		
Estimate Year End Cash Balance		10,091,000		9,062,178		
Ratio	1.75			1.89		

# Carpinteria Sanitary District Expense Summary FY 2018/2019

Total Projected Expenditures = \$9,565,022



**Carpinteria Sanitary District  
Pro-Forma Statement**

Description	Actual Audited	Budget	Projected	Budget	Projected			
	2016/17	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
1 Sewer Service Charge Revenues	4,996,907	5,089,000	5,089,000	5,220,800	5,429,632	5,646,817	5,878,337	6,142,862
<u>Other Revenue</u>								
2 Property Taxes	579,889	602,600	602,600	632,700	645,354	658,261	671,426	684,855
3 Interest Income	59,809	50,000	60,000	70,000	40,000	40,000	79,500	108,000
4 Development Impact Fees (DIF)	42,008	0	13,800	0	0	0	0	0
5 Other Fees and Income	2,066	20,000	20,000	20,000	20,000	20,000	20,000	20,000
6 Contract Lab Analysis	18,187	18,000	18,000	18,000	1,800	18,000	18,000	18,000
7 Other Source of Cash/Grant	24,616	0	3,500	723,700	0	0	0	0
8 Other Districts Contri/Safety Officer	50,501	51,000	51,000	51,000	51,000	51,000	51,000	51,000
9 Total Revenue	<u>5,773,983</u>	<u>5,830,600</u>	<u>5,857,900</u>	<u>6,736,200</u>	<u>6,187,786</u>	<u>6,434,078</u>	<u>6,718,263</u>	<u>7,024,717</u>
<u>Expenses:</u>								
10 Wages	1,463,517	1,519,400	1,519,400	1,597,500	1,677,375	1,761,244	1,849,306	1,941,771
11 Benefits	505,810	764,000	764,000	797,700	837,585	879,464	923,437	969,609
12 General Operating Expenses	190,061	247,100	247,100	268,100	276,143	284,427	292,960	301,749
13 Environmental Monitoring	35,862	55,500	55,500	55,500	58,275	60,023	61,824	63,679
14 Utilities	186,421	189,000	189,000	187,700	197,085	206,939	217,286	228,151
15 Sludge Disposal	92,614	100,000	100,000	90,000	92,700	95,481	98,345	101,296
16 Supplies and Equipment	161,670	222,200	222,200	222,500	229,175	236,050	243,132	250,426
17 Repairs and Maintenance	187,758	230,400	230,400	240,100	249,704	259,692	270,080	280,883
18 Professional Services	199,694	210,100	210,100	203,400	213,570	224,249	235,461	247,234
19 Other Expenses	13,908	68,400	68,400	94,200	97,026	99,937	102,935	106,023
20 Total Operating Expenses	<u>3,037,315</u>	<u>3,606,100</u>	<u>3,606,100</u>	<u>3,756,700</u>	<u>3,928,638</u>	<u>4,107,506</u>	<u>4,294,767</u>	<u>4,490,820</u>
21 O & M Increase (Decrease) %	-9.9%	18.7%	18.7%	4.2%	8.9%	4.6%	4.6%	4.6%
22 Scheduled Installment Payment	1,185,463	1,256,300	1,185,500	1,185,900	1,320,300	1,319,900	1,315,400	1,314,800
23 CIP	1,115,634	4,185,000	2,671,000	4,622,422	1,300,000	1,300,000	1,200,000	900,000
24 Total Non-Operating Expenses		5,441,300		5,808,322				
25 Surplus (Deficit) for the Year	<u>435,571</u>	<u>(3,216,800)</u>	<u>(1,604,700)</u>	<u>(2,828,822)</u>	<u>(361,152)</u>	<u>(293,328)</u>	<u>(91,903)</u>	<u>319,097</u>
26 Admin Building Financing Fund		1,800,000		1,800,000				
27 Debt Services Ratio (>1.25%)	<b>2.29</b>	<b>1.75</b>	<b>1.87</b>	<b>1.89</b>	<b>1.70</b>	<b>1.75</b>	<b>1.83</b>	<b>1.91</b>
<b>Projected Year End Cash Balance</b>			<b>10,091,000</b>	<b>9,062,178</b>	<b>8,701,026</b>	<b>8,407,698</b>	<b>8,315,794</b>	<b>8,634,891</b>

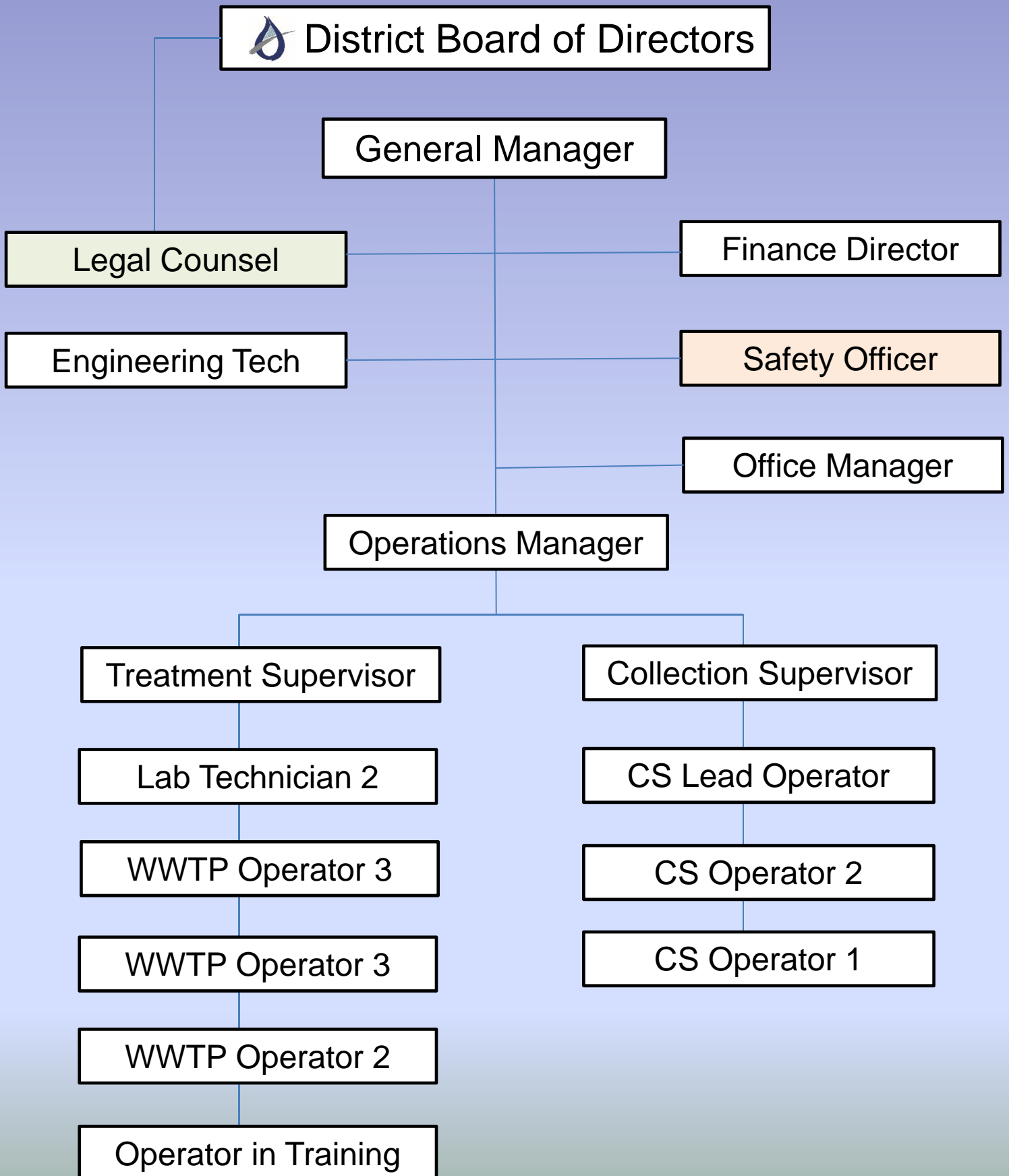
**Carpinteria Sanitary District  
2012 Wastewater Revenue Bonds-Debt Service Schedule**

Date	Principal	Interest	Semiannual Total	Fiscal Total
8/1/2013	\$ 565,000.00	\$ 356,466.52	\$ 921,466.52	
2/1/2014		\$ 266,231.25	\$ 266,231.25	\$ 1,187,697.77
8/1/2014	\$ 670,000.00	\$ 266,231.25	\$ 936,231.25	
2/1/2015		\$ 256,181.25	\$ 256,181.25	\$ 1,192,412.50
8/1/2015	\$ 690,000.00	\$ 256,181.25	\$ 946,181.25	
2/1/2016		\$ 242,381.25	\$ 242,381.25	\$ 1,188,562.50
8/1/2016	\$ 715,000.00	\$ 242,381.25	\$ 957,381.25	
2/1/2017		\$ 228,081.25	\$ 228,081.25	\$ 1,185,462.50
8/1/2017	\$ 745,000.00	\$ 228,081.25	\$ 973,081.25	
2/1/2018		\$ 213,181.25	\$ 213,181.25	\$ 1,186,262.50
<b>8/1/2018</b>	<b>\$ 775,000.00</b>	<b>\$ 213,181.25</b>	<b>\$ 988,181.25</b>	
<b>2/1/2019</b>		<b>\$ 197,681.25</b>	<b>\$ 197,681.25</b>	<b>\$ 1,185,862.50</b>
8/1/2019	\$ 800,000.00	\$ 197,681.25	\$ 997,681.25	
2/1/2020		\$ 183,681.25	\$ 183,681.25	\$ 1,181,362.50
8/1/2020	\$ 830,000.00	\$ 183,681.25	\$ 1,013,681.25	
2/1/2021		\$ 167,081.25	\$ 167,081.25	\$ 1,180,762.50
8/1/2021	\$ 865,000.00	\$ 167,081.25	\$ 1,032,081.25	
2/1/2022		\$ 149,781.25	\$ 149,781.25	\$ 1,181,862.50
8/1/2022	\$ 905,000.00	\$ 149,781.25	\$ 1,054,781.25	
2/1/2023		\$ 127,156.25	\$ 127,156.25	\$ 1,181,937.50
8/1/2023	\$ 950,000.00	\$ 127,156.25	\$ 1,077,156.25	
2/1/2024		\$ 103,406.25	\$ 103,406.25	\$ 1,180,562.50
8/1/2024	\$ 1,000,000.00	\$ 103,406.25	\$ 1,103,406.25	
2/1/2025		\$ 78,406.25	\$ 78,406.25	\$ 1,181,812.50
8/1/2025	\$ 1,050,000.00	\$ 78,406.25	\$ 1,128,406.25	
2/1/2026		\$ 52,156.25	\$ 52,156.25	\$ 1,180,562.50
8/1/2026	\$ 135,000.00	\$ 52,156.25	\$ 187,156.25	
2/1/2027		\$ 49,456.25	\$ 49,456.25	\$ 236,612.50
8/1/2027	\$ 145,000.00	\$ 49,456.25	\$ 194,456.25	
2/1/2028		\$ 46,556.25	\$ 46,556.25	\$ 241,012.50
8/1/2028	\$ 150,000.00	\$ 46,556.25	\$ 196,556.25	
2/1/2029		\$ 44,306.25	\$ 44,306.25	\$ 240,862.50
8/1/2029	\$ 150,000.00	\$ 44,306.25	\$ 194,306.25	
2/1/2030		\$ 42,056.25	\$ 42,056.25	\$ 236,362.50
8/1/2030	\$ 155,000.00	\$ 42,056.25	\$ 197,056.25	
2/1/2031		\$ 39,731.25	\$ 39,731.25	\$ 236,787.50
8/1/2031	\$ 160,000.00	\$ 39,731.25	\$ 199,731.25	
2/1/2032		\$ 37,331.25	\$ 37,331.25	\$ 237,062.50
8/1/2032	\$ 165,000.00	\$ 37,331.25	\$ 202,331.25	
2/1/2033		\$ 34,356.25	\$ 34,356.25	\$ 236,687.50
8/1/2033	\$ 170,000.00	\$ 34,856.25	\$ 204,856.25	
2/1/2034		\$ 32,200.00	\$ 32,200.00	\$ 237,056.25
8/1/2034	\$ 175,000.00	\$ 32,200.00	\$ 207,200.00	
2/1/2035		\$ 29,137.50	\$ 29,137.50	\$ 236,337.50
8/1/2035	\$ 185,000.00	\$ 29,137.50	\$ 214,137.50	
2/1/2036		\$ 25,900.00	\$ 25,900.00	\$ 240,037.50
8/1/2036	\$ 190,000.00	\$ 25,900.00	\$ 215,900.00	
2/1/2037		\$ 22,575.00	\$ 22,575.00	\$ 238,475.00
8/1/2037	\$ 195,000.00	\$ 22,575.00	\$ 217,575.00	
2/1/2038		\$ 19,162.50	\$ 19,162.50	\$ 236,737.50
8/1/2038	\$ 205,000.00	\$ 19,162.50	\$ 224,162.50	
2/1/2039		\$ 15,575.00	\$ 15,575.00	\$ 239,737.50
8/1/2039	\$ 210,000.00	\$ 15,575.00	\$ 225,575.00	
2/1/2040		\$ 11,900.00	\$ 11,900.00	\$ 237,475.00
8/1/2040	\$ 220,000.00	\$ 11,900.00	\$ 231,900.00	
2/1/2041		\$ 8,050.00	\$ 8,050.00	\$ 239,950.00
8/1/2041	\$ 225,000.00	\$ 8,050.00	\$ 233,050.00	
2/1/2042		\$ 4,112.50	\$ 4,112.50	\$ 237,162.50
8/1/2042	\$ 235,000.00	\$ 4,112.50	\$ 239,112.50	\$ 239,112.50
<b>Totals</b>	<b>\$ 13,630,000.00</b>	<b>\$ 5,812,591.52</b>	<b>\$ 19,442,591.52</b>	<b>\$ 19,442,591.52</b>

Source: Official Statement-Carpinteria Sanitary District 2012 Wastewater Revenue Bonds

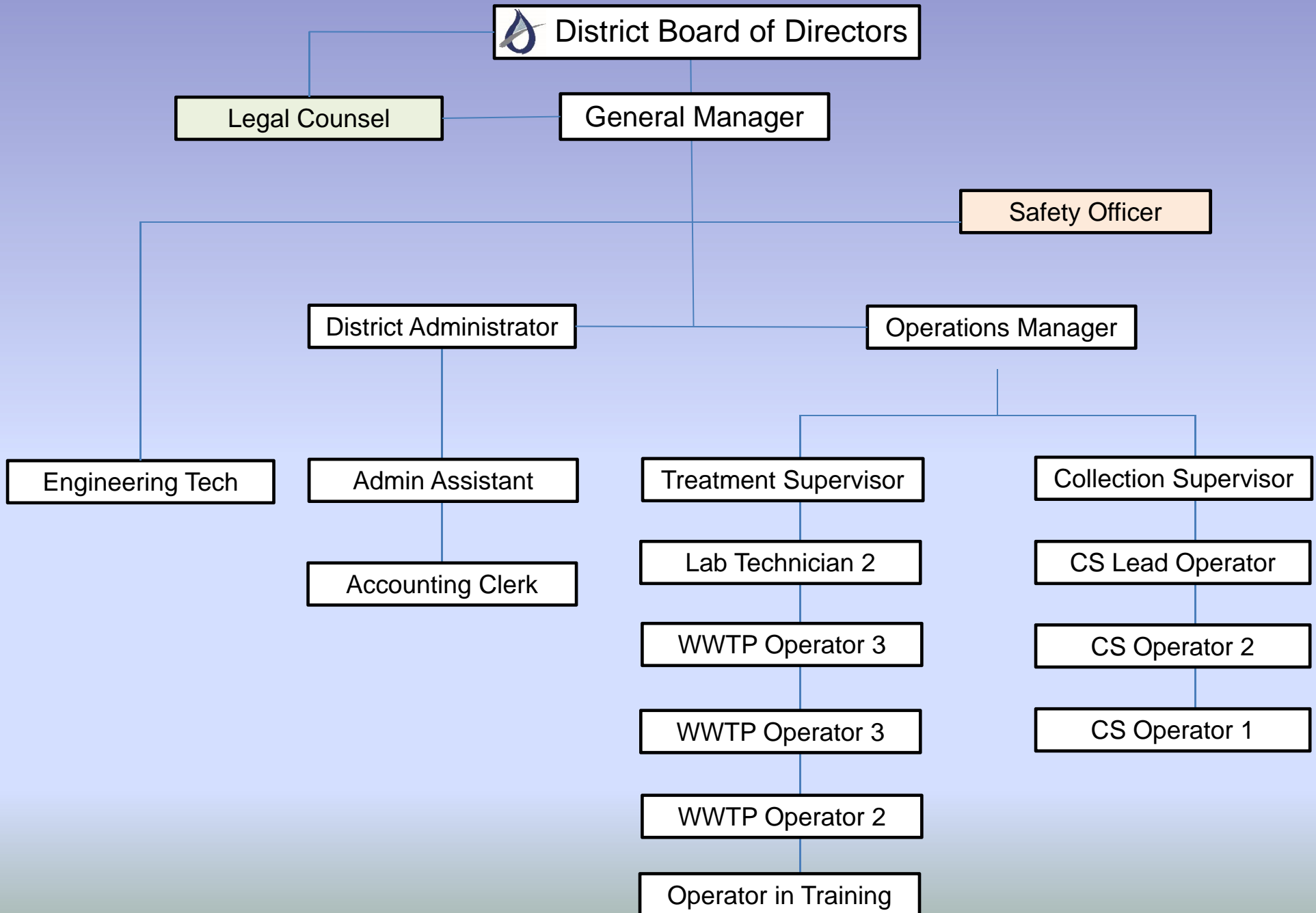


Carpinteria Sanitary District Organizational Chart  
FY 2018/19



# Carpinteria Sanitary District Organizational Chart

FY 2018/19 - effective September 2018



## 2.0 REVENUE PROJECTION

### Revenue Policy

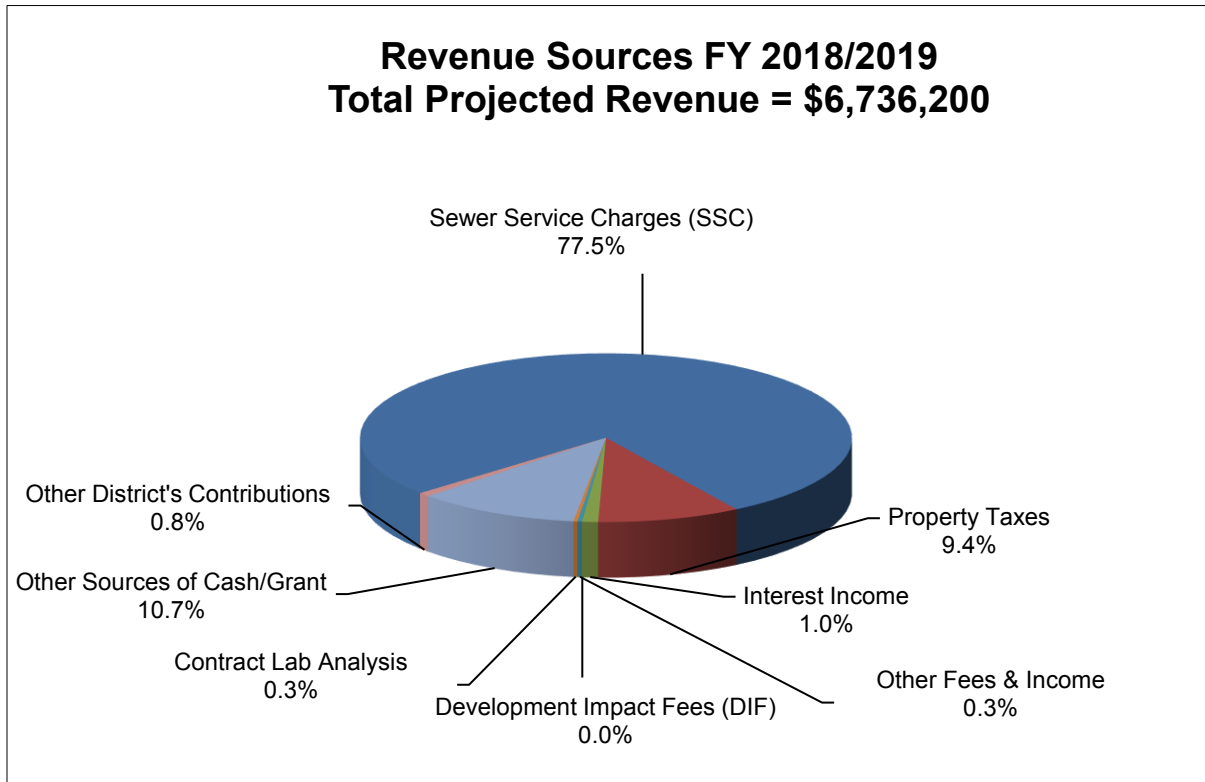
The Carpinteria Sanitary District must collect sufficient funds to maintain a prudent and balanced budget based on projected operational and capital expenses, while maintaining, at a minimum, a required debt service coverage ratio of 1.25.

### Sources of Revenue

The Carpinteria Sanitary District's sources of revenue are:

- Sewer Service Charges (SSC)
- Property Taxes
- Interest Income
- Development Impact Fees (DIF)
- Other Fees and Income
- Contract Lab Analysis
- Other Sources of Cash/Grant
- Other District's Contributions/Safety Officer

Sewer service charges make up over 77.5% of the District's total revenue. The following figure shows a percentage breakdown of projected revenue for the 2018/19 fiscal year by source.



## **SEWER SERVICE CHARGES**

During FY 16/17, the District engaged a financial consultant to conduct a comprehensive Wastewater Rate and Fee Study. This study included a comprehensive review of the District's financial plan, user classifications, and rate structure for the wastewater enterprise. The consultant also reviewed the District's revenue requirements to determine the appropriate level of revenue adjustments to maintain financial sufficiency and rate stability. Based on their findings, the consultant recommended that the District implement a series of 4% increases to the SSC annually for a five-year period, commencing in FY 2017/18.

The incremental rate adjustments are necessary to fund operating and capital expenses, to maintain targeted reserve fund levels, and to meet debt service obligations. The District's computerized financial model was updated and used to analyze a myriad of funding scenarios. The recommended series of modest increases was determined to be the most appropriate means of meeting revenue requirements with the lowest impact to the customer base.

A key aspect of the rate study was reapportionment of costs between the residential and non-residential customer classes. Water conservation efforts of the past decade have changed residential wastewater flow rates and characteristics and the updated rate structure establishes equitable charges for non-residential customers.

The updated sewer service charges and rate structure were enacted through adoption of District Ordinance No. 15 on June 6, 2017.

### **Residential Sewer Service Charges**

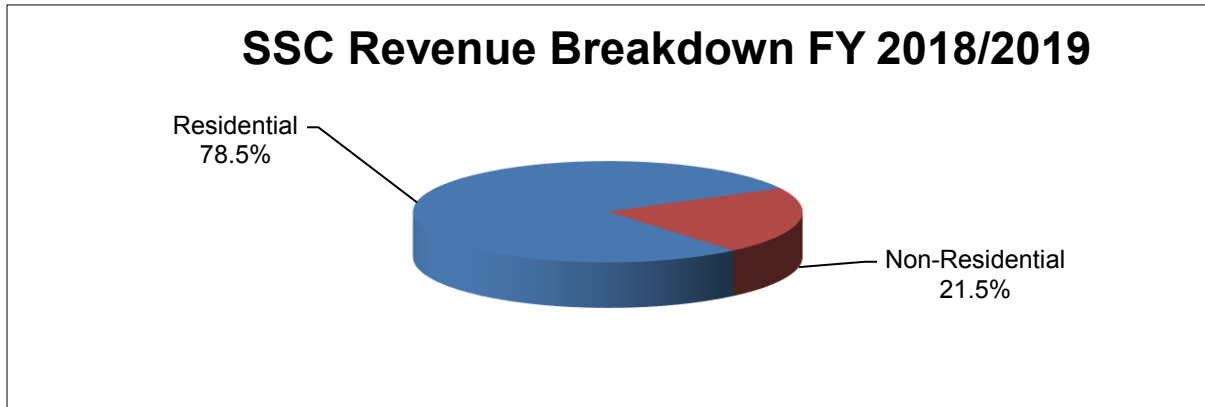
Residential SSCs will continue to be based on a flat rate per dwelling unit. In FY 2018/19, the annual charge per unit will be \$650.33 per year, reflecting a 4% increase over the prior year SSC. This rate is based on an average water use of 142 gallons per day per dwelling unit. Total residential SSC revenue is projected to be about \$4,097,100, or 78.5% of the total SSC revenue. This represents an increase of approximately \$162,000 from FY 2017/18 projections. Currently, the total number of residential dwelling units being served by the District is 6,300.

### **Non-Residential Sewer Service Charges**

District Ordinance No. 15 groups non-residential customers into six classifications, based on wastewater strength, ranging from low to very high strength. For each classification, charges are determined based on a unit cost per 1,000 gallons of water used (based on a 3-year annual average). The unit rates uniformly assume that 90% of water used is returned to the sanitary sewer system. Additionally, the non-residential rate structure includes a minimum charge per parcel (or account) that is equivalent to one residential unit charge, or \$650.33 in the current year.

The District annually updates non-residential user information by performing a survey of commercial and industrial connections within its service area in February of each year. The survey also records changes in occupancy during the year, particularly those that have an impact on wastewater strength or projected flow rates. The District maintains and updates assessors' parcel number (APN) information each year to reflect any changes, including lot splits or property owners name and mailing addresses.

The total non-residential revenue for FY 2018/19 is projected to be \$1,123,700, or 21.5% of the District's total SSC revenue. This is approximately \$29,300 less than what was projected for the prior year. The reduction is attributed to ongoing water conservation in the commercial and industrial sectors.



### **Sewer Service Charge (SSC) Billings and Collections**

Residential and non-residential sewer service charges are collected by the Santa Barbara and Ventura County Assessor's office on behalf of the District on the annual property tax rolls. The SSC revenue in Santa Barbara County is guaranteed by the County under the "Teeter Plan". Under this plan the County will pay the District 100 percent of the SSC funds requested by the District for collection. The County will then retain the penalties for all past due accounts. The SSC for each parcel is shown on the property tax billing as a separate line item. The County's fee for printing of the additional line is one dollar per parcel. This fee is added to the SSC by the County and paid by the property owners. Ventura County does not extend the "Teeter Plan" option to the District and capture or recovery of uncollected SSCs would be the responsibility of the District. Ventura County charges an administration fee for collection of SSC funds via the property tax roll. This fee is proportionally added to the base rate for parcels located in Ventura County.

### **Property Taxes**

Property tax revenue is the District's second largest revenue source. Property tax revenue collected by the Santa Barbara County Assessor consists of secured, unsecured, supplementary, unitary, and special assessment property taxes. The secured property tax is based on the assessed value of the property and may be increased a maximum of two percent per year by law. Secured property tax revenue has generally increased each year due to the rising in property values and changes in assessed value following property transfers.

The District typically receives one percent (1%) of the total property tax collected for parcels and other assets within its service area. The Santa Barbara County property tax revenue projection is \$632,700, which reflects an approximate increase of 5% over the prior year projection for this revenue category. This is based on a preliminary projection from the County Assessor for FY 2018/19 .

No property tax increment is received for parcels located in Ventura County.

### **Appropriation Limit**

The District receives data from the State of California Department of Finance each year on Price and Population information for the purpose of calculating an annual Appropriation Limit. This process, required by State law, is intended to ensure that the District is not collecting excess property tax. The determination shows the District to be well within limitations for the coming fiscal year and is summarized in the following table:

	<b>Description</b>	<b>FY 2017/18</b>	<b>FY 2018/19</b>
A	Prior Year Appropriation Limit	\$ 3,778,816	\$ 3,947,901
B	Change in Calif. Per Capita Income	1.0369	1.0367
C	Change in District's Population	1.0036	1.0046
C1	Change in County Population	1.0076	1.0086
D	Multiplying Factor (Larger of C or C1 times B)	1.0448	1.0456
E	New Appropriation Limit	\$ 3,947,901	\$4,127,925
F	Property Tax Collected/ Estimate	\$ 602,000	\$ 632,700
G	Under Limit	\$3,345,301	\$3,495,225

### **Interest Income**

This source of income comes from interest earned at the State of California Local Agency Investment Fund (LAIF) and the Santa Barbara County Treasurer's pool. The interest income for Fiscal Year 2018/19 is projected to be \$70,000. This is an increase of \$20,000 from the previous fiscal year projection and it is due to higher interest rates of return.

### **Development Impact Fees (DIF)**

Development Impact Fees (DIF) are fees collected for new sewer connections and developments within the District's service area. This revenue is restricted for use on capital improvement projects that are capacity related.

The 2017 Wastewater Rate and Fee Study established a new equivalent dwelling unit (EDU) baseline value for FY 2017/18 at \$4,600. The baseline DIF was authorized by Ordinance No. 16, adopted on June 6, 2017.

The DIF amount escalates on July 1<sup>st</sup> of each year, based upon the change in the Engineering News Record Construction Cost Index (ENR-CCI, 20 City Index). Non-residential development impact fees are computed based on an Equivalent Dwelling Unit (EDU) basis according to the formula prescribed in Ordinance No.16. Commencing July 1<sup>st</sup> of 2018, the DIF amount will be \$4,750.

Although the District generally collects a limited number of DIFs each year from new connections and small developments, existing limitations on growth within the District's service area make this a variable and mostly insignificant source of revenue. Furthermore, because of the restricted nature of these funds, it is assumed for budgetary purposes that no DIF will be collected in this fiscal year. Any fees that are collected will be dedicated and accounted for in accordance with State law.

### **Other Fees & Income**

This source of revenue includes miscellaneous fees charged by the District for issuing and processing permits for sewer system connections and plumbing alterations. The projected revenue for FY 2018/19 from these sources is \$20,000. Other miscellaneous revenue, such as dividends from pooled workers' compensation and pooled liability insurance programs, may also be accounted for in this category.

### **Contract Lab Analysis**

The District performs contract laboratory analysis for Cate School's wastewater recycling facility. Cate School is charged a unit price that recoups the total actual cost of providing this contract service. The total projected revenue from this source for FY 2018/19 is \$18,000. This is unchanged from the previous fiscal year.

### **Other Sources of Cash/Grants & Dedications**

The District is pursuing an emergency repair of the foundation supporting the floodwall along the eastern boundary of its wastewater treatment facility in response to damage incurred on the January 9<sup>th</sup> storm flow event in Carpinteria Creek. The repair has been approved for reimbursement funding from FEMA and CalOES at a rate of 96.5%. We are endeavoring to complete the work prior to the 2018 rainy season. Based on a preliminary cost estimate of \$750,000, we would receive grant revenue in the amount of \$723,700. For the upcoming fiscal year only, we have included this amount in the annual revenue projection.

### **Other District's Contribution/Joint Safety Officer Revenue**

The District participates in cooperative agreement with three other local sanitary districts to employ a joint Safety and Training Officer. This individual is a part-time employee of the Carpinteria Sanitary District, with wages paid directly by the agency. However, costs for this entire program, including personnel costs, are apportioned amongst the three participating agencies based on a simple formula. The total projected cost of the program for FY 2018/19 is projected to be \$74,900. This is unchanged from previous fiscal year. The projected revenue from this source is about \$51,000, effectively unchanged from the prior fiscal year. Additional information on how the program is staffed and administered is discussed in Section 6.0.

## Revenue Summary

The total projected revenue for FY 2018/19 is shown in the following table:

Revenue Sources	2017/18 Budget	2018/19 Budget	Dollar Variance	Percent Change
Sewer Service Charges (SSC)	\$5,089,000	\$5,222,800	\$133,800	2.6%
Property Taxes	\$602,600	\$632,700	\$30,100	5.0%
Interest Income	\$50,000	\$70,000	\$20,000	40.0%
Development Impact Fees (DIF)	\$0	\$0	\$0	0%
Other Fees & Income	\$20,000	\$20,000	\$0	0%
Contract Lab Analysis	\$18,000	\$18,000	\$0	0%
Other Sources of Cash/Grant & Dedication	\$0	\$723,700	\$723,700	100%
Other District's Contribution/Safety Officer	\$51,000	\$51,000	\$0	0%
<b>Total Gross Revenues</b>	<b>\$5,830,600</b>	<b>\$6,918,200</b>	<b>\$904,900</b>	<b>18.6%</b>

The revenue projection for the coming fiscal year will be sufficient to support the District's operating costs and also to fund a portion of planned capital expenses. The following pages provide detailed revenue projections by account. A history of the District's residential sewer service charges is also provided, with a comparison against charges for other local wastewater agencies.



Carpinteria Sanitary District

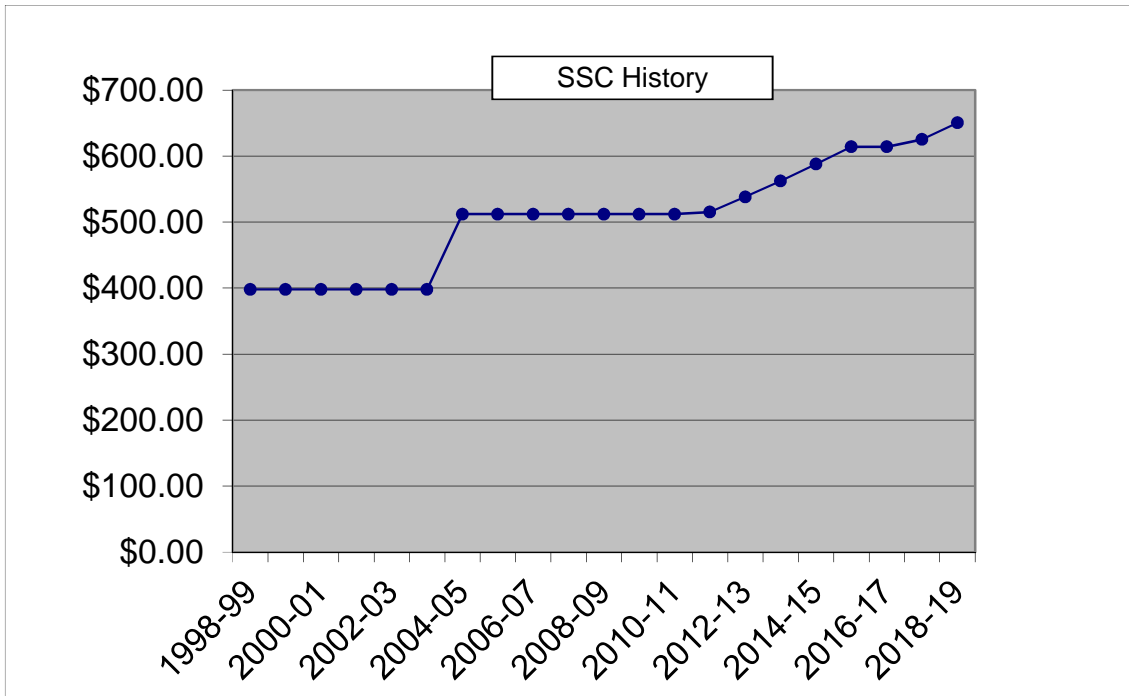
**Revenue Accounts Details**

<b>ACCOUNT NUMBER:</b>	3100	<b>Description:</b>
<b>Account Title</b>	Sewer Service Charges (SSC)	This account represents the total aggregate SSC that the District projects will be collected during the year, per Ordinance 12. Non-residential SSCs are based on water use and wastewater strength.
<b>ACCOUNT NUMBER:</b>	3130	<b>Description:</b>
<b>Account Title</b>	Development Impact Fees (DIF)	The budget does not include revenue related to collection of Development Impact Fees. All DIF revenue are used for the current and future capacity related capital improvement projects.
<b>ACCOUNT NUMBER:</b>	3170	<b>Description:</b>
<b>Account Title</b>	Contract Lab Analysis	The District provides Cate School with wastewater sample analysis services. This account represents the income received from Cate School based on a time and materials basis for performing the analysis services.
<b>ACCOUNT NUMBER:</b>	3300	<b>Description:</b>
<b>Account Title</b>	Property Taxes	This revenue section represents the District's share of 1% of secured, unsecured, unitary, supplemental, and homeowner property tax relief collected by the County.
<b>ACCOUNT NUMBER:</b>	3380	<b>Description:</b>
<b>Account Title</b>	Other Districts' Contribution Safety & Training Officer	This is the account for other Districts contribution toward the Joint Safety Officer program.
<b>ACCOUNT NUMBER:</b>	3400	<b>Description:</b>
<b>Account Title</b>	Interest Income (General Fund)	This account includes interest income earned on the District's cash balances at local banks, the State of California Local Agency Investment Fund (LAIF), Santa Barbara County Treasury, and the Santa Barbara Bank & Trust.
<b>ACCOUNT NUMBER:</b>	Various	<b>Description:</b>
<b>Account Title</b>	Other Fees and Income	These accounts represent miscellaneous fees charged by the District for service provided. These include annexation fees, sewer service permit fees, plan check fees, and inspection fees. Other miscellaneous revenue is covered under these accounts.

## Carpinteria Sanitary District History of Residential Sewer Service Charges

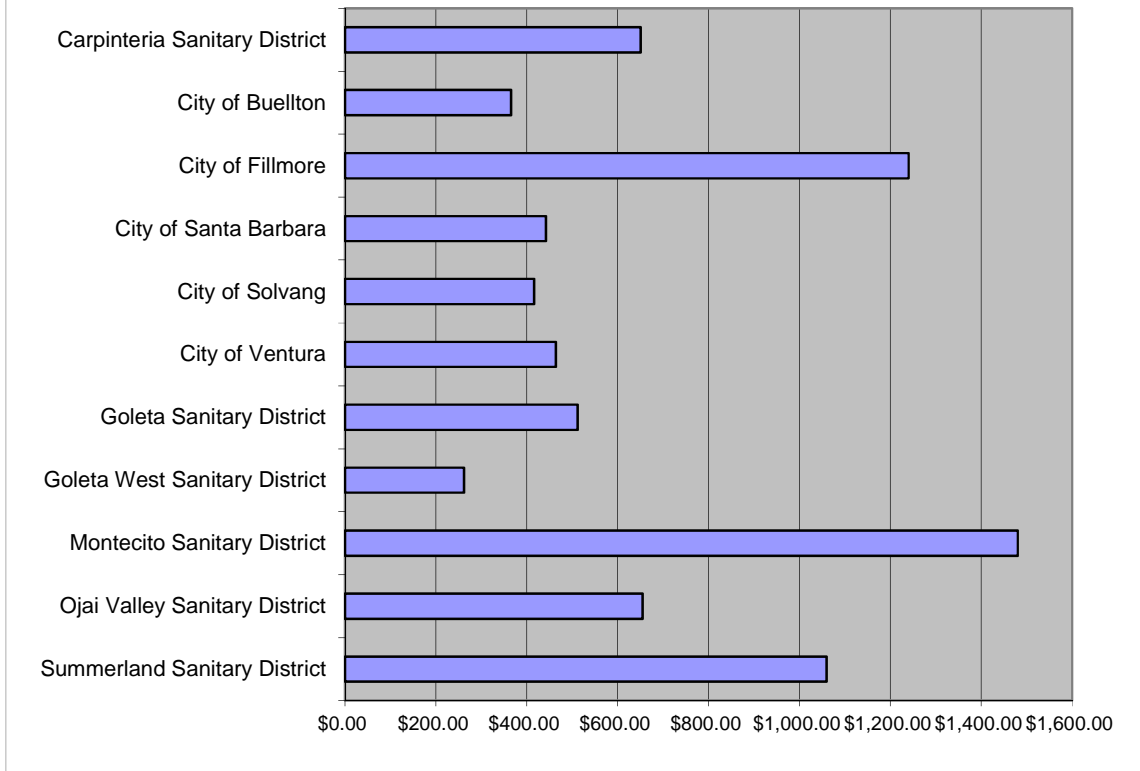
Residential Annual SSC	Ordinance Number
\$161.00	1989-5
\$172.00	Ord#3
\$190.00	Ord#4
\$232.71	Ord#5 (1992)
\$398.00	Ord#6 (1993)
\$512.00	Ord#10 (2004)
\$515.00	Ord#12 (2011)
\$538.18	Ord#12 (2011)
\$562.40	Ord#12 (2011)
\$587.71	Ord#12 (2011)
\$614.16	Ord#12 (2011)
\$625.31	Ord#15 (2017)
\$650.33	Ord#15 (2017)

Fiscal Year	SSC	Cost per Month
1998-99	\$398.00	\$33.17
1999-00	\$398.00	\$33.17
2000-01	\$398.00	\$33.17
2001-02	\$398.00	\$33.17
2002-03	\$398.00	\$33.17
2003-04	\$398.00	\$33.17
2004-05	\$512.00	\$42.67
2005-06	\$512.00	\$42.67
2006-07	\$512.00	\$42.67
2007-08	\$512.00	\$42.67
2008-09	\$512.00	\$0.00
2009-10	\$512.00	\$42.67
2010-11	\$512.00	\$42.67
2011-12	\$515.00	\$42.92
2012-13	\$538.18	\$44.85
2013-14	\$562.40	\$46.87
2014-15	\$587.71	\$48.98
2015-16	\$614.16	\$51.18
2016-17	\$614.16	\$51.18
2017-18	\$625.31	\$52.11
2018-19	\$650.33	\$54.19



## Carpinteria Sanitary District Peer Agencies' Sewer Service Charges

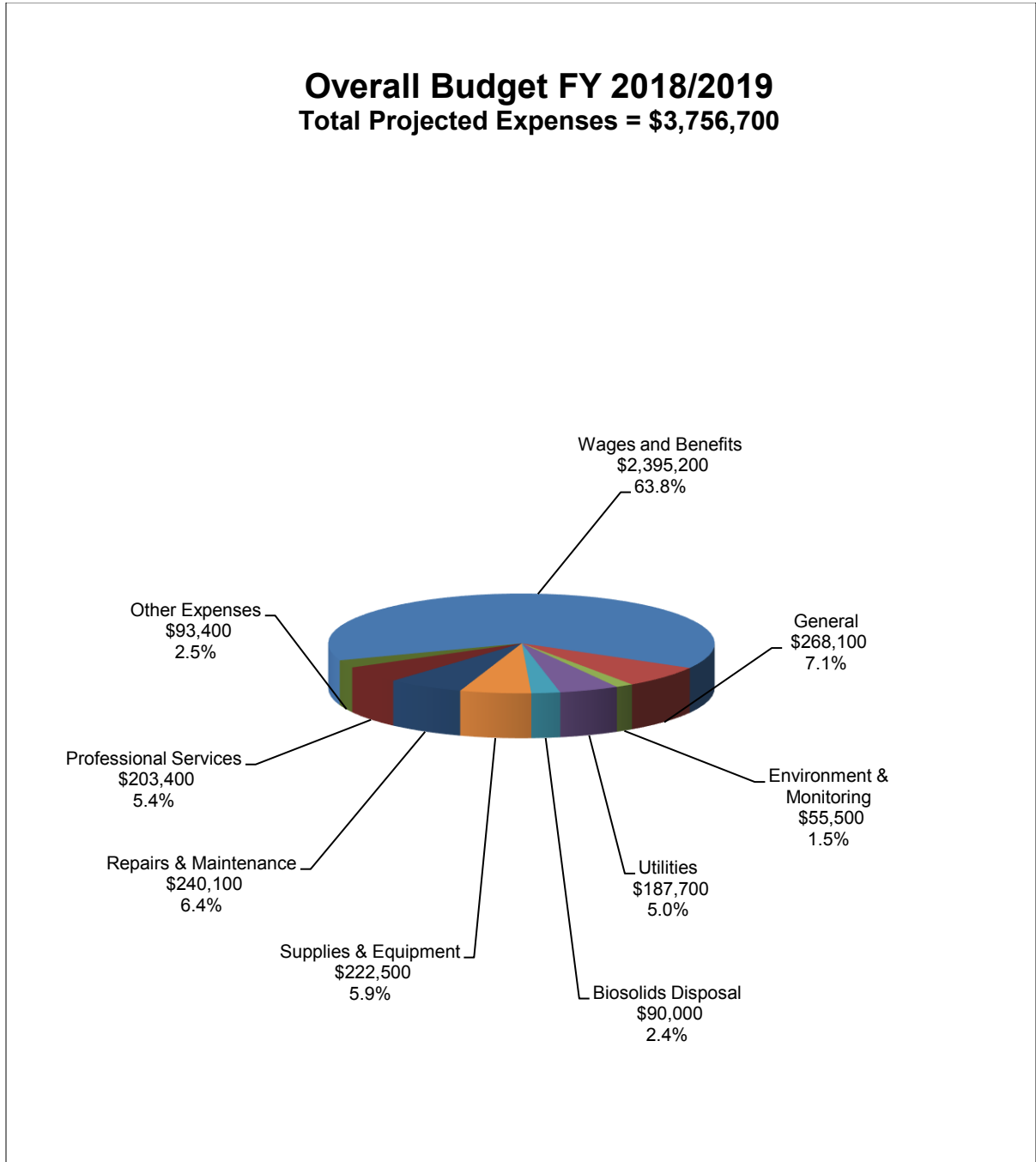
	Current Annual SSC 2017/18	Proposed SSC 2018/19
<b>Carpinteria Sanitary District</b>	<b>\$625.31</b>	<b>\$650.33</b>
City of Buellton	\$337.44	\$365.40
City of Fillmore	\$1,240.32	\$1,240.32
City of Santa Barbara	\$442.44	\$442.44
City of Solvang	\$415.80	\$415.80
City of Ventura	\$464.04	\$464.04
Goleta Sanitary District	\$428.23	\$511.95
Goleta West Sanitary District	\$262.00	\$262.00
Montecito Sanitary District	\$1,380.00	\$1,480.00
Ojai Valley Sanitary District	\$654.48	\$654.48
Summerland Sanitary District	\$994.17	\$1,060.00



### 3.0 EXPENSE OVERVIEW

The Carpinteria Sanitary District’s operating expense budget is separated into three departments: the Administration Department, the Plant/Collection Department, and the Safety and Training Department. The operating expense section of the overall budget includes expenses associated with the day-to-day operation of the agency, exclusive of projected expenses for capital purchases, capital improvements and debt service payments.

The following figure provides a graphical overview of the District’s operating budget for FY 2018/19.



The Administration section includes the projected expenses associated with the administration of the District including employee salaries and benefits, auditing, legal, engineering, professional services, permitting fees, Board of Directors' expenses, District insurance and miscellaneous repairs for the upkeep of the Administration Building and Boardroom. The projected Administration department operating budget for FY 2018/19 is \$1,198,000 or 32% of the overall budget.

The Plant/Collection section includes the projected expenses associated with the operation and maintenance of the wastewater treatment plant, the collection system, and associated lift stations. Expenses include employee salaries and benefits, utilities, chemicals, equipment maintenance, biosolids disposal and general operating expenses. The projected Plant/Collection department operating budget for FY 2018/19 is \$2,483,800, or 66% of the overall budget.

The Safety and Training section includes the projected expenses associated with utilization of outside consultants and employment of a joint Safety and Training Officer. Other direct expenses associated with occupational safety and regulatory compliance are also included in the budget. The projected 2018/19 fiscal year budget for this department is \$74,900, or 2% of the overall budget.

The District's operating budget has taken into consideration the projected needs and projected costs for achieving key goals and objectives in the upcoming fiscal year. The operating expenses presented herein represent a summary of the more detailed expenses shown in the individual departmental budget sections.

## **Summary Data**

The remainder of this section contains figures and financial data in tabular and graphic format that summarize the projected expenditures District wide for the coming fiscal year, as follows:

- **All Department Operating Expenses**
- **CPI Cost Escalation Factor Summary**
- **FY 2018/19 Salary Matrix**
- **Employee Benefit Summary**
- **Standby Pay Detail**

Carpinteria Sanitary District  
All Departments Budget

Fiscal Year 2018/2019

Account Number	Description	2017/18 Budget	2017/18 10 Months Actual	% Expended	2018/19 Budget	\$ Increase (Decrease.)	% Change
<b><u>Personnel Expenses</u></b>							
5010	Regular Salaries	1,446,000	1,133,200	78%	1,523,100	77,100	5.3%
5030	Overtime	12,500	10,704	86%	12,500	0	0.0%
5040	Special Duty Pay	40,900	32,602	80%	41,900	1,000	2.4%
5050	Directors Fees	20,000	11,700	59%	20,000	0	0.0%
	<b>Total Wages</b>	<b>1,519,400</b>	<b>1,188,205</b>	<b>78%</b>	<b>1,597,500</b>	<b>78,100</b>	<b>5.1%</b>
<b><u>Employee Benefits</u></b>							
5111	PERS	300,500	247,461	82%	317,500	17,000	5.7%
5112	Social Security	114,700	86,652	76%	120,600	5,900	5.1%
5120	Medical Insurance	225,000	170,135	76%	212,400	(12,600)	-5.6%
5121	Employee Wellness Program	3,200	1,600	50%	3,200	0	0.0%
5122	Unemployment Insurance	4,100	2,437	59%	4,100	0	0.0%
5123	Certification Incentive Program	13,500	0	0%	13,500	0	0.0%
5124	Long Term Disability	11,300	9,410	83%	11,300	0	0.0%
5126	Life Insurance	4,100	3,392	83%	4,100	0	0.0%
5127	Dental/ Vision Self Funding Plan	38,700	16,684	43%	38,700	0	0.0%
5128	Workers' Compensation	46,600	20,727	44%	70,000	23,400	50.2%
5132	Employee Physicals & First Aid	2,300	1,597	69%	2,300	0	0.0%
	<b>Total Employee Benefits</b>	<b>764,000</b>	<b>560,094</b>	<b>73%</b>	<b>797,700</b>	<b>33,700</b>	<b>4.4%</b>
	<b>TOTAL PERSONNEL</b>	<b>2,283,400</b>	<b>1,748,300</b>	<b>77%</b>	<b>2,395,200</b>	<b>111,800</b>	<b>4.9%</b>
<b><u>General Expenses</u></b>							
5210	Departmental Expense	13,100	9,781	75%	13,100	0	0.0%
5215	Office Supplies	5,100	2,377	47%	5,100	0	0.0%
5222	Directors Confs. & Training	20,000	6,390	32%	15,000	(5,000)	-25.0%
5226	Directors Election Expense	0	0	0%	10,000	10,000	100.0%
5228	Directors Dental / Vision	12,500	8,494	68%	12,500	0	0.0%
5231	District Liability Insurance	68,500	58,169	85%	66,500	(2,000)	-2.9%
5241	Uniform Expenses	8,000	7,873	98%	8,500	500	6.3%
5242	Memberships and Dues	29,000	23,813	82%	30,000	1,000	3.4%
5244	Conference & Training	21,000	6,386	30%	21,000	0	0.0%
5246	Employee Education Reimb.	1,500	50	3%	1,500	0	0.0%
5260	Vehicle Fuel Expenses	16,000	9,846	62%	16,000	0	0.0%
5265	Employee Mileage Reimb.	600	391	65%	600	0	0.0%
5270	Equipment Rental and Leases	1,800	421	23%	3,300	1,500	83.3%
5280	Temporary Office Relocation	25,000	0	0%	40,000	15,000	60.0%
5290	Licenses and Permits	25,000	19,250	77%	25,000	0	0.0%
	<b>Total General</b>	<b>247,100</b>	<b>153,241</b>	<b>62%</b>	<b>268,100</b>	<b>21,000</b>	<b>8.5%</b>
<b><u>Environment &amp; Monitoring</u></b>							
5310	Monitoring-Equipment Expense	30,000	14,313	48%	30,000	0	0.0%
5320	Monitoring-Lab Work	15,500	8,134	52%	15,500	0	0.0%
5330	Prop. 65 Clean Up Expense	10,000	0	0%	10,000	0	0.0%
	<b>Total Environment &amp; Monit.</b>	<b>55,500</b>	<b>22,447</b>	<b>40%</b>	<b>55,500</b>	<b>0</b>	<b>0.0%</b>
<b><u>Utilities</u></b>							
5410	Natural Gas	1,800	969	54%	1,800	0	0.0%
5420	Electricity	154,800	108,152	70%	153,800	(1,000)	-0.6%
5430	Telephone	12,400	7,615	61%	12,100	(300)	-2.4%
5440	Water	12,300	6,792	55%	12,300	0	0.0%
5450	Rubbish	6,000	3,766	63%	6,000	0	0.0%
5480	Underground Service Alert	800	595	74%	800	0	0.0%
5490	Building Alarm System	900	869	97%	900	0	0.0%
	<b>Total Utilities</b>	<b>189,000</b>	<b>128,759</b>	<b>68%</b>	<b>187,700</b>	<b>(1,300)</b>	<b>-0.7%</b>

Carpinteria Sanitary District  
All Departments Budget

Fiscal Year 2018/2019

Account Number	Description	2017/18 Budget	2017/18 10 Months Actual	% Expended	2018/19 Budget	\$ Increase (Decrease)	% Change
<b><u>Sludge Disposal</u></b>							
5470	Biosolids Disposal	100,000	68,916	69%	90,000	(10,000)	-10.0%
	Total Sludge Disposal	100,000	68,916	69%	90,000	(10,000)	-10.0%
<b><u>Supplies &amp; Equipment</u></b>							
5510	General Supplies	15,000	9,215	61%	15,000	0	0.0%
5521	Odor Control Chemicals	45,000	0	0%	45,000	0	0.0%
5522	Chlorine-SO2	124,000	90,242	73%	124,000	0	0.0%
5524	Polymers	20,000	14,002	70%	20,000	0	0.0%
5525	Tools/Small Parts	4,000	3,297	82%	5,000	1,000	25.0%
5526	Fuel, Diesel, Lubricants	7,500	4,423	59%	7,500	0	0.0%
5527	Safety Equipment	6,700	4,829	72%	6,000	(700)	-10.4%
	Total Supplies & Equipment	222,200	126,008	57%	222,500	300	0.1%
<b><u>Repairs &amp; Maintenance</u></b>							
5610	Equipment (minor)	19,100	15,956	84%	21,100	2,000	10.5%
5620	Building Maintenance	14,800	6,617	45%	13,500	(1,300)	-8.8%
5630	Grounds Maintenance	8,500	3,402	40%	17,500	9,000	105.9%
5640	Vehicle Maintenance	16,000	8,884	56%	16,000	0	0.0%
5650	Treatment Plant Maintenance	65,000	45,374	70%	65,000	0	0.0%
5680	Lift Station Maintenance	25,000	7,824	31%	25,000	0	0.0%
5690	Trunk Line Maintenance	82,000	33,924	41%	82,000	0	0.0%
	Total Repairs & Maint.	230,400	121,981	53%	240,100	9,700	4.2%
<b><u>Professional Services</u></b>							
5821	Accounting (Annual Audit)	9,600	9,600	100%	9,800	200	2.1%
5831	Legal Counsel	30,000	9,664	32%	25,000	(5,000)	-16.7%
5843	Computer Related Expenses	41,000	32,014	78%	51,000	10,000	24.4%
5844	SCADA Related Expenses	50,000	42,620	85%	70,000	20,000	40.0%
5847	Public Relations	15,000	2,714	18%	15,000	0	0.0%
5849	Other Professional Services	59,000	0	0%	25,000	(34,000)	-57.6%
5851	Payroll Service-Paychex	5,000	4,091	82%	7,100	2,100	42.0%
5855	IDP/Monitoring Source Control	500	0	0%	500	0	0.0%
	Total Professional Services	210,100	100,703	48%	203,400	(6,700)	-3.2%
<b><u>Other Expenses</u></b>							
6020	Admin Charges-SB County	10,000	7,982	80%	10,000	0	0.0%
6030	Debt Services Administration Fees	1,800	1,625	90%	1,800	0	0.0%
6031	LAFCO Pro-Rata Costs	5,100	5,065	99%	5,900	800	15.7%
6032	Regional Grant/Planning Costs	1,500	1,743	116%	1,500	0	0.0%
6033	Recycled Water System Development	50,000	0	0%	75,000	25,000	50.0%
	Total Other Expenses	68,400	16,415	24%	94,200	25,800	37.7%
<b>GRAND TOTALS</b>		<b>3,606,100</b>	<b>2,486,769</b>	<b>69%</b>	<b>3,756,700</b>	<b>150,600</b>	<b>4.2%</b>

**Carpinteria Sanitary District  
Accounts Details**

<b>ACCOUNT NUMBER:</b>	5010	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Regular Salaries	Funds the regular salary and wages for three various departments, including; Administration, Plant/Collection, and Safety & Training.
<b>ACCOUNT NUMBER:</b>	5030	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Overtime	Funds for scheduled and unscheduled overtime expense for the department.
<b>ACCOUNT NUMBER:</b>	5040	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Special Duty Pay	Funds for two employees' standby pay. This is based on 1.5 hours of pay per day using the average hourly pay rate for the group of participants with compensation determined on June 15th of each year for the following year.
<b>ACCOUNT NUMBER:</b>	5050	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Directors Fees	Funds for five elected officials to attend board and committee meetings.
<b>ACCOUNT NUMBER:</b>	5111	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	PERS (Public Employees' Retirement System)	Funds PERS contributions for all eligible employees.
<b>ACCOUNT NUMBER:</b>	5112	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Social Security & Medicare (FICA)	Funds for employer portion of Social Security and Medicare expense.
<b>ACCOUNT NUMBER:</b>	5120	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Medical Insurance	Provides funding for medical insurance premiums for employees and their dependents.
<b>ACCOUNT NUMBER:</b>	5121	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Employee Wellness	Provides funding for employee wellness program.
<b>ACCOUNT NUMBER:</b>	5122	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Unemployment Insurance	Funds unemployment insurance premiums. Unemployment insurance is based on the first \$7,000 of each employee's wages.
<b>ACCOUNT NUMBER:</b>	5123	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Certification Incentive Program	Funds incentive program for employees who gain technical certification within the area of their responsibility and above and beyond their job requirement.



**Carpinteria Sanitary District  
Accounts Details**

<b>ACCOUNT NUMBER:</b>	5124	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Long Term Disability	Funds long term disability insurance for eligible employees.
<b>ACCOUNT NUMBER:</b>	5126	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Employee Life Insurance	Funds for employees' life insurance. The District provides \$40,000 term life insurance for all full-time employees.
<b>ACCOUNT NUMBER:</b>	5127	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Dental/Vision Plan	Funds for Direct Dental/Vision care self funded plan. The District self funds the program at \$2,500/benefit year for the employee and dependents.
<b>ACCOUNT NUMBER:</b>	5128	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Workers' Compensation	Funds for pooled CSRMA workers' compensation insurance premiums.
<b>ACCOUNT NUMBER:</b>	5132	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Employee Physicals & First Aid	Funds for employees physicals. Physicals are required for Class B drivers license. Includes DATCO drug/alcohol testing, pre-employment screening, first aid supplies and use.
<b>ACCOUNT NUMBER:</b>	5210	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Departmental Expense	Funds for the purchase of routine various expenses such as coffee, drinking water, subscriptions, mailing, and other misc. items.
<b>ACCOUNT NUMBER:</b>	5215	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Office Supplies	Funds for office supplies and minor office equipment.
<b>ACCOUNT NUMBER:</b>	5222	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Directors Conference Exp.	Funds for elected officials' conferences, trainings, lodging, travel expenses, and Board workshop.
<b>ACCOUNT NUMBER:</b>	5226	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Directors Election Expense	Funds for all required activities related to the Board of Directors election expenses.

**Carpinteria Sanitary District  
Accounts Details**

<b>ACCOUNT NUMBER:</b>	5228	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Directors Dental & Vision Plan	Funds for the elected officials' dental/vision self funded plan up to \$2,500 for each elected officials and their eligible dependent family similar to the employees.
<b>ACCOUNT NUMBER:</b>	5231	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	District Liability Insurance	Funds the premiums for CSRMA pooled insurance programs which include liability, property, dishonesty bond, auto physical damage, and mobile equipment.
<b>ACCOUNT NUMBER:</b>	5241	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Uniform Expenses	Funds to provide uniform service for employees.
<b>ACCOUNT NUMBER:</b>	5242	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Professional Licenses and Certifications	Funds for State/CWEA licenses, exams and TCP certification and class B license renewals and professional membership dues.
<b>ACCOUNT NUMBER:</b>	5244	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Conferences & Training	Funds to provide training expenses, conferences, CWEA, and TCP, safety, maintenance and supervisory training.
<b>ACCOUNT NUMBER:</b>	5246	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Employee Education Reimbursement	Funds for education reimbursement for job-related courses completed successfully that have advance approval from the General Manager.
<b>ACCOUNT NUMBER:</b>	5260	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Vehicle Fuel Expenses	Funds for fuel for the District vehicles and equipment.
<b>ACCOUNT NUMBER:</b>	5265	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Employee Mileage Reimbursement	Funds for mileage reimbursement for employees who travel with their own vehicle on District business. The reimbursement rate is at the IRS mileage rate.

**Carpinteria Sanitary District  
Accounts Details**

<b>ACCOUNT NUMBER:</b>	5270	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Equipment Rental and Leases	Funds for the cost of renting pumps, equipment and other needed equipment not currently owned by the District.
<b>ACCOUNT NUMBER:</b>	5280	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Temporary Office Relocation	Funds for temporary Administration office including rental costs, moving expense and storage fees while the new office is being constructed.
<b>ACCOUNT NUMBER:</b>	5290	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Licenses & Permits	Funds for the various licenses and permits required of the District by various State, County and local agencies.
<b>ACCOUNT NUMBER:</b>	5310	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Laboratory Expense	Funds for minor lab equipment purchases and reagent chemicals necessary to perform the inhouse lab analysis required to monitor the plant's effluent discharge and to perform process control monitoring.
<b>ACCOUNT NUMBER:</b>	5320	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Laboratory-Outside Services	Funds for expenses related to the testing efforts performed by outside lab. These include ocean, beach, sludge and raw wastewater samples.
<b>ACCOUNT NUMBER:</b>	5330	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Prop 65 Clean Up Expense	Funds for the cleanup of minor sewage spills that are below the District's insurance deductible.
<b>ACCOUNT NUMBER:</b>	5410	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Natural Gas	Funds for natural gas usage.
<b>ACCOUNT NUMBER:</b>	5420	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Electricity	Funds for projected electricity usage at the Plant, seven lift stations, and the Administration office.
<b>ACCOUNT NUMBER:</b>	5430	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Telephone	Funds for long distance, local, cellular and lift station telemetry service.
<b>ACCOUNT NUMBER:</b>	5440	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Water	Funds for water usage at the treatment plant, lift stations, temp meter, and Administration building.
<b>ACCOUNT NUMBER:</b>	5450	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Trash Services	Funds for the disposal of trash, grit and screening from the Plant.

**Carpinteria Sanitary District  
Accounts Details**

<b>ACCOUNT NUMBER:</b>	5470	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Biosolids Disposal	Funds for biosolids transportation and composting fees.
<b>ACCOUNT NUMBER:</b>	5480	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Underground Service Alert	Fund for the USA dig alert.
<b>ACCOUNT NUMBER:</b>	5490	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Building Alarm System	Funds for the Administration building security alarm system.
<b>ACCOUNT NUMBER:</b>	5510	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	General Supplies	Funds for general supplies related to the Plant & Collection Department.
<b>ACCOUNT NUMBER:</b>	5521	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Odor Control Chemicals	Replacement and disposal of odor control media for the facility's air scrubbers.
<b>ACCOUNT NUMBER:</b>	5522	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Disinfection Chemicals, Chlorine/Bisulfite	Funds for sodium hypochlorite used for disinfection of the final effluent and sodium bisulfite used to dechlorinate prior to final discharge.
<b>ACCOUNT NUMBER:</b>	5524	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Polymer	Funds for a liquid polymer used to dewater the biosolids prior to being sent to the commercial composting facility.
<b>ACCOUNT NUMBER:</b>	5525	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Tools	Funds for the purchase and replacement of miscellaneous hand tools.
<b>ACCOUNT NUMBER:</b>	5526	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Fuel, Diesel & Lubricants	Funds for fuel and oil expenses associated with stationary equipment and portable generators, pumps, etc.
<b>ACCOUNT NUMBER:</b>	5527	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Safety Equipment	Funds for the purchase of personal protection and safety equipment.

**Carpinteria Sanitary District  
Accounts Details**

<b>ACCOUNT NUMBER:</b>	5610	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Equipment Maintenance	Funds for scheduled maintenance and calibration of District's equipment testing using outside professional services.
<b>ACCOUNT NUMBER:</b>	5620	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Building Maintenance	Funds for the general repair and upkeep of the buildings.
<b>ACCOUNT NUMBER:</b>	5630	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Grounds Maintenance	Funds for the maintenance of fences, irrigation, paved roads, gutters, landscaping and other general grounds work.
<b>ACCOUNT NUMBER:</b>	5640	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Vehicle Maintenance	Funds for the in-house supplies and outside services needed to maintain the District vehicles. Includes lubricants, filters, batteries, tune-up parts, smog certifications, etc.
<b>ACCOUNT NUMBER:</b>	5650	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Treatment Plant Equipment Maintenance	Funds for scheduled/unscheduled repair of both the mechanical and electrical components of stationary equipment.
<b>ACCOUNT NUMBER:</b>	5680	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Lift Station Maintenance	Funds for the scheduled/unscheduled maintenance of the mechanical and electrical portions of the District's eight lift stations.
<b>ACCOUNT NUMBER:</b>	5690	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Collection System Maintenance	Funds for sewer system supplies required for ongoing maintenance efforts. Items include manhole rings, manhole covers, manhole grade rings, and lateral repairs, main line repair, root chemicals, and contracted MH raising.
<b>ACCOUNT NUMBER:</b>	5821	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Audit Fee	Funds for yearly audit services required for public entity.
<b>ACCOUNT NUMBER:</b>	5831	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Legal Counsel	Funds for legal services provided by the District legal counsel.

**Carpinteria Sanitary District  
Accounts Details**

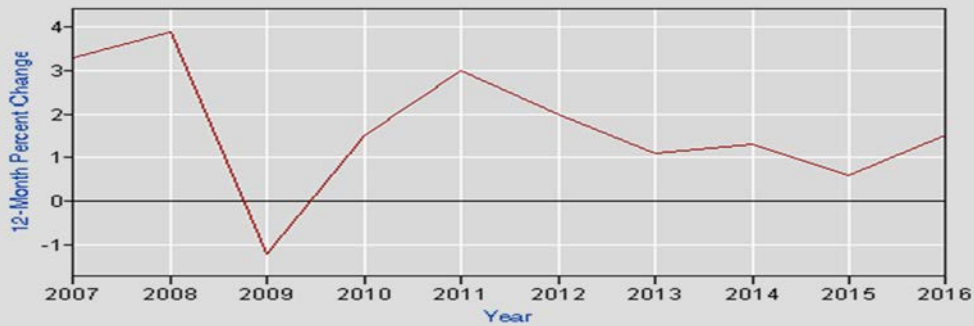
<b>ACCOUNT NUMBER:</b>	5843	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Computer Related Expenses	Expenses for computer related services, software, hardware, remote and on-site support, maintenance agreements, upgrades.
<b>ACCOUNT NUMBER:</b>	5844	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	SCADA Related Expenses	Expenses related to maintenance of SCADA computer system. SCADA system provides continuous monitoring of plant equipment and remote pump stations. It also maintains historical data and has an integrated alarm and notification system.
<b>ACCOUNT NUMBER:</b>	5847	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Public Relations	Funds for expenses related to the District's public relations efforts such as newspaper print media, webpage update and support.
<b>ACCOUNT NUMBER:</b>	5849	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Other Professional Services	Funds for other professional services such as engineering, GIS support, and other services needed which are not included in other line items.
<b>ACCOUNT NUMBER:</b>	5851	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Payroll Services	Funds for payroll services through Paychex, Inc.
<b>ACCOUNT NUMBER:</b>	5855	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Monitoring Source Control Program	Funds for outside laboratory service required for monitoring the District's industrial/commercial discharges as per the issued discharge permits.
<b>ACCOUNT NUMBER:</b>	6020	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Santa Barbara County Admin Fees	SB County fees for collection of property taxes. Fees are based on amount collected.
<b>ACCOUNT NUMBER:</b>	6030	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Debt Services Admin Fees	Funds for trustee administration fees charged for the 2003 Revenue Refunding Bonds.
<b>ACCOUNT NUMBER:</b>	6031	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	LAFCO Pro-Rata Cost	Funds for the Santa Barbara County pro-rata LAFCO Budget.
<b>ACCOUNT NUMBER:</b>	6032	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Regional Grant/Planning Costs	Funds for regional planning and grant pursuits including recycled water facilities planning.
<b>ACCOUNT NUMBER:</b>	6033	<b>Description:</b>
<b>ACCOUNT TITLE:</b>	Recycled Water System Development	Funds for recycled water planning and development.

# Databases, Tables & Calculators by Subject

Change Output Options: From:  To:  [GO](#)

## CPI-Urban Wage Earners and Clerical Workers (Current Series)

**12-Month Percent Change**  
**Series Id:** CWURA421SA0  
 Not Seasonally Adjusted  
**Series Title:** All items in Los Angeles-Riverside-Orange County, CA, urban wage earners and clerical workers, not seasonally adjusted  
**Area:** Los Angeles-Riverside-Orange County, CA  
**Item:** All items  
**Base Period:** 1982-84=100



Download:

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2007	3.1	3.4	4.0	3.6	3.0	2.7	2.4	2.1	2.2	3.8	4.7	4.6	3.3	3.3	3.3
2008	4.6	3.7	3.6	3.7	4.1	6.1	6.6	5.7	5.0	3.5	0.6	-0.6	3.9	4.3	3.5
2009	-0.6	-0.5	-1.6	-2.1	-2.4	-2.8	-3.2	-2.1	-1.4	-0.6	1.2	2.5	-1.2	-1.7	-0.6
2010	2.3	1.8	2.4	2.4	2.0	1.0	1.0	1.0	0.5	0.9	1.0	1.6	1.5	2.0	1.0
2011	2.0	2.6	3.5	3.9	3.7	3.3	2.7	2.7	3.5	3.1	3.2	2.2	3.0	3.2	2.9
2012	2.1	2.1	2.0	1.3	1.5	1.5	1.9	2.5	2.2	3.2	2.1	2.0	2.0	1.8	2.3
2013	1.9	2.4	1.3	0.9	1.0	1.5	1.6	0.9	0.7	-0.3	0.5	1.2	1.1	1.5	0.8
2014	0.8	0.4	1.0	1.6	1.8	1.9	2.1	1.8	1.6	1.4	1.0	0.3	1.3	1.3	1.4
2015	-0.7	-0.4	0.2	0.0	0.9	0.4	1.2	1.0	0.4	0.7	1.4	1.9	0.6	0.1	1.1
2016	3.3	2.3	1.3	1.6	0.6	1.1	0.3	0.6	1.5	1.9	1.5	1.7	1.5	1.7	1.3
2017	1.7	2.5	2.4	2.5	2.4	2.2	2.5	2.9	3.2	3.0	3.7	3.7	2.7	2.3	3.2

**Carpinteria Sanitary District**  
**Salary Matrix - Monthly**  
**Fiscal Year 2018/19**

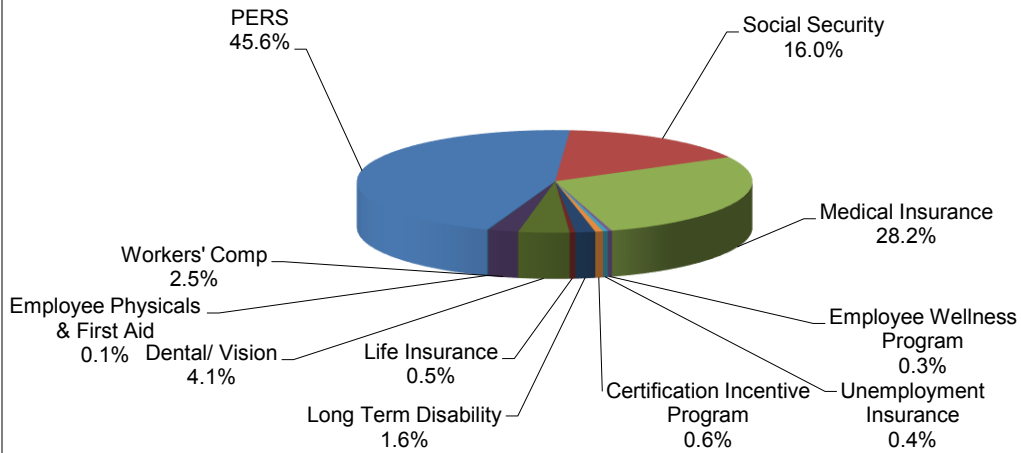
Positions		A	B	C	D	E
General Manager						\$15,698
Finance Director	2	\$9,210	\$9,673	\$10,158	\$10,664	\$11,200
District Administrator		\$9,210	\$9,673	\$10,158	\$10,664	\$11,200
Administrative Assistant		\$5,100	\$5,355	\$5,623	\$5,904	\$6,199
Accounting Clerk		\$3,500	\$3,675	\$3,859	\$4,052	\$4,254
Engineering Technician		\$5,513	\$5,787	\$6,078	\$6,382	\$6,701
Office Manager	2	\$6,248	\$6,560	\$6,890	\$7,232	\$7,596
Operations Manager	1	\$9,325	\$9,790	\$10,279	\$10,794	\$11,333
Treatment Supervisor	1	\$7,244	\$7,606	\$7,987	\$8,386	\$8,804
Operator in Training	1	\$4,217	\$4,428	\$4,651	\$4,881	\$5,127
Operator 1	1	\$4,763	\$5,000	\$5,252	\$5,514	\$5,788
Operator 2	1	\$5,211	\$5,473	\$5,746	\$6,033	\$6,336
Operator 3	1	\$5,757	\$6,045	\$6,347	\$6,664	\$6,998
Lab Tech 2	1	\$5,955	\$6,250	\$6,564	\$6,892	\$7,236
Collection System Supervisor	1	\$7,401	\$7,771	\$8,160	\$8,566	\$8,993
Collection System Lead Operator	1	\$5,955	\$6,250	\$6,564	\$6,892	\$7,236
Collection System Operator 1	1	\$4,217	\$4,428	\$4,651	\$4,882	\$5,127
Collection System Operator 2	1	\$4,722	\$4,958	\$5,206	\$5,467	\$5,740
Safety Training Officer		Part Time	\$0	\$0	\$0	\$4,800

The above matrix includes a 2.7% annual escalation factor (Los Angeles, Orange, Riverside) starting the first pay period after 6/30/2018

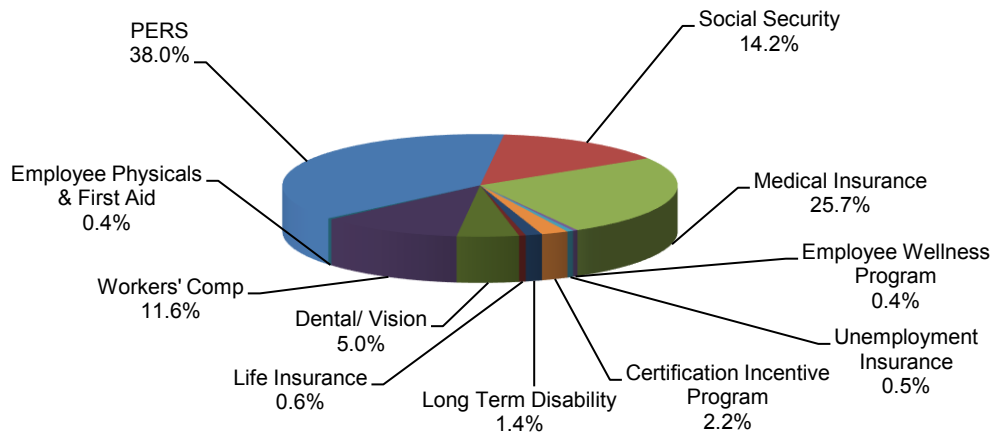
- 1) CalPERS uniform allowance. Not to exceed \$416 annually.
- 2) Positions to be eliminated 9/5/18



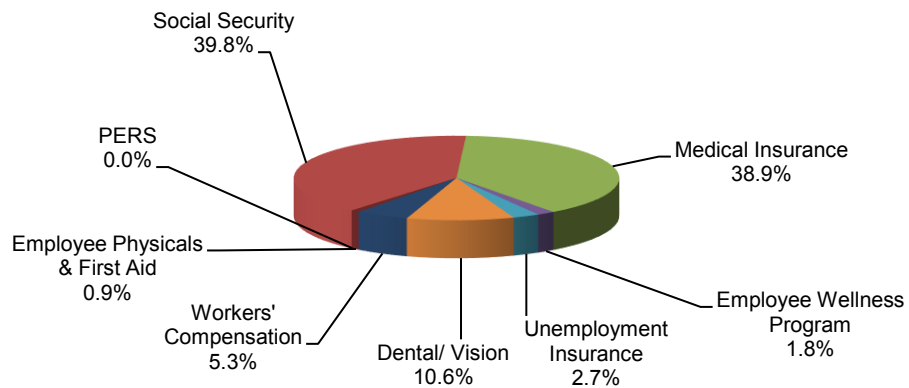
**Administration Department Employee Benefits  
Total = \$241,000**



**Plant/Collection Department Employee Benefits  
Total = \$545,400**



**Safety Officer Employee Benefits  
Total = \$11,300**



Carpinteria Sanitary District  
Standby Pay Detail for Fiscal Year 2018/2019

**1.5 hrs / Day @ Average Salary for Standby Personnel**

	1	2	3	4	5	6	7	8
Eligible On-Call Employees								
Current Wage(As of 6/15/18)	37.44	35.59	37.44	50.52	40.65	30.71	24.88	49.46
<u>Average Hrly Rate</u>	\$ 38.34							
<u>Daily Rate</u>	\$ 57.50							

Standby Pay is based on a 1.5 hours of pay per day using the average hourly pay rate for the group of participating employees, with compensatin determined each year on June 15th for the folowing fiscal year.

	Week Starting	Week Ending	Hours	No. of Staff on Call	On Call Compensations
1	7/1/2018	7/13/2018	21	2	\$ 1,610.28
2	7/14/2018	7/27/2018	21	2	1,610.28
3	7/28/2018	8/10/2018	21	2	1,610.28
4	8/11/2018	8/24/2018	21	2	1,610.28
5	8/25/2018	9/7/2018	21	2	1,610.28
6	9/8/2018	9/21/2018	21	2	1,610.28
7	9/22/2018	10/5/2018	21	2	1,610.28
8	10/6/2018	10/19/2018	21	2	1,610.28
9	10/20/2018	11/2/2018	21	2	1,610.28
10	11/3/2018	11/16/2018	21	2	1,610.28
11	11/17/2018	11/30/2018	21	2	1,610.28
12	12/1/2018	12/14/2018	21	2	1,610.28
13	12/15/2018	12/28/2018	21	2	1,610.28
14	12/29/2018	1/11/2019	21	2	1,610.28
15	1/12/2019	1/25/2019	21	2	1,610.28
16	1/26/2019	2/8/2019	21	2	1,610.28
17	2/9/2019	2/22/2019	21	2	1,610.28
18	2/23/2019	3/8/2019	21	2	1,610.28
19	3/9/2019	3/22/2019	21	2	1,610.28
20	3/23/2019	4/5/2019	21	2	1,610.28
21	4/6/2019	4/19/2019	21	2	1,610.28
22	4/20/2019	5/3/2019	21	2	1,610.28
23	5/4/2019	5/17/2019	21	2	1,610.28
24	5/18/2019	5/31/2019	21	2	1,610.28
25	6/1/2019	6/14/2019	21	2	1,610.28
26	6/15/2019	6/28/2019	21	2	1,610.28
27	6/29/2019	6/30/2019	3	2	230.04
			549		\$ 42,097.32

**Total Cost based on 1.5 hrs / Day @ Average Wages of Participants as of 6/15/2018**

## **4.0 ADMINISTRATION DEPARTMENT EXPENSES**

The Administration department consists of the General Manager, the Finance Director, the Office Manager, and the Engineering Technician. The department is responsible for the day-to-day administrative functions of the District including overall management, accounting functions, sewer service charge development and billing, financial planning, human resources, risk management, District planning and development, customer relations, and the onsite inspection of all sewer related improvements. The operating budget for FY 2018/19 is projected to be \$1,198,000, which represents an increase of 4.7%, or \$53,600, over the prior fiscal year. A description of changes to each account category is provided below. Expenses attributable to the District's Board of Directors are also included in the Administration Department budget. These expenses include Directors fees, limited benefits and training/conference expenses.

### **Administration Budget Account Highlights**

#### **Staffing and Organizational Updates**

The District has been engaged in a succession planning process over the past year and organizational changes are anticipated in FY 2018/19. The District's long-time Finance Director will retire from the agency in September 2018 after an exemplary career that elevated overall fiscal management to meet and exceed all standards for governmental accounting.

After careful analysis of organizational needs, it was determined that combining the higher level duties of the Finance Director and Office Manager position into a District Administrator position would best meet the District's needs going forward. The District Administrator position would be supported by a full-time Administrative Assistant position and a part-time Accounting Clerk position. Roles and responsibilities for these new positions have been developed and will ultimately be refined as this organizational change is implemented. This basic structure is in place at many regional special districts that are similar in size to the Carpinteria Sanitary District. The current and proposed organization charts, included in Section 2.0, depict the planned transition.

If authorized, changes to the current organization chart and structure would be implemented in September 2018 and would follow a strategic roll-out schedule. For FY 2018/19, measurable cost savings are anticipated and the budget for personnel expenses reflects the planned transition to the new departmental structure.

#### **Total Personnel Expenses**

The personnel section represents the largest portion of the administration department budget. This account funds all wages, salaries, and benefits for the department's employees as well as the five elected officials. The total projected expense is estimated to be \$776,500 or 64.8% of the administration budget. Budget adjustments in this category result from a cost of living adjustment, increasing CalPERS pension costs, planned accrued vacation pay out for a retiring staff member, and staffing changes associated with the organizational transition described above. Other payroll related expenses have changed proportionately. The net result in this category is a budget increase of \$35,900 or 4.8% over the prior year.

### **General Expenses**

The projected budget for general administrative expenses is \$190,500, or 15.9% of the total administration budget. This represents an increase of \$21,200 or 12.5% over the previous fiscal year. The major increase in this category of expenses is due to the anticipated cost of temporary office relocation associated with a major capital project involving construction of a new administration building. Anticipated expenditures include office rental costs, storage fees, and moving expenses expected to be about \$40,000 and to be incurred in late 2018. A new account (5280-0) was added during the budget process in the previous year to track these costs. The projected costs for general liability insurance and Directors' conference attendance and training are projected to be lower than in the previous year. Membership fees and equipment rental have increased modestly. 2018 is an election year and three Board seats may be contested in November 2018. \$10,000 has been allocated for election expenses during FY 2018/19 based on historical costs assessed by County officials for contested elections.

### **Utilities**

Utility costs include those for natural gas, electricity, water, telephone, and the security system for the administration building. The budgeted amount for the 2018/19 fiscal year is \$13,700, or 1.1% of the overall administration budget. This is a reduction of 8.7%, or \$1,300 from the prior year budget. Costs for electricity and telephone are projected to be lower than in the previous fiscal year.

### **Repairs and Maintenance**

The budget for this account covers repair and maintenance of the administration building, grounds and equipment. The projected budget expense in this category is \$20,200, or 1.7% of the administration budget. This is 61.6% or \$7,700 more than previous year budget. The increase is a result of planned safety pruning and maintenance of the blue gum eucalyptus trees and Canary Island Date Palm trees on District property. \$10,500 has been budgeted for this activity in the coming year.

### **Professional Services**

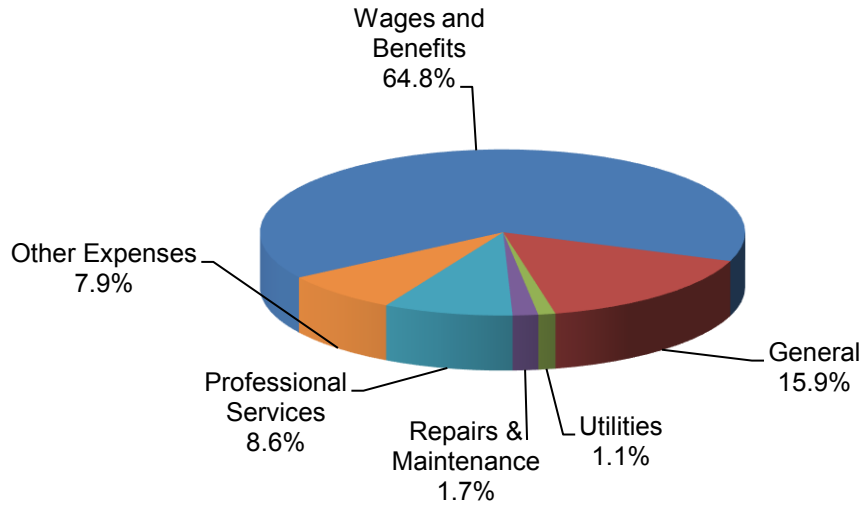
The projected budget for professional services is \$102,900 or 8.6% of the overall administration budget. This represents a reduction of \$35,700 or 25.8% over the previous fiscal year budget. The reduction reflects elimination of fixed costs in FY 2017/18 associated with an upgrade to the District's financial accounting system and a facilitated planning workshop related to recycled water system development.

### **Other Expenses**

The budget for other expenses is \$94,200, or 7.9% of the administration budget. This is an increase of 37.7% or \$25,800 and is mostly attributable to an increased level of financial support anticipated for development of the indirect potable reuse recycled water project in conjunction with the Carpinteria Valley Water District (CVWD). While CVWD will be responsible for the majority of the implementation costs, there are certain soft costs that the District expects to incur in a facilitation mode, including those for comprehensive water quality analyses and community outreach. The District share of LAFCO budget has increased by \$800.

The remainder of this section presents detailed budget spreadsheets for the Administration Department.

**Administration Operation Budget FY 2018/2019**  
**Total Budget = \$1,198,000**



Carpinteria Sanitary District  
**Adminstration Department Budget**  
 Fiscal Year 2018/2019

Account Number	Description	2017/18 Budget	2017/18 10 Months Actual	% Expended	2018/19 Budget	\$ Increase (Decrease.)	% Change
<b><u>Personnel Expenses</u></b>							
5010-0	Regular Salaries	479,300	383,926	80%	515,000	35,700	7.4%
5030-0	Overtime	500	0	0%	500	0	0.0%
5050-0	Directors Fees	20,000	11,700	59%	20,000	0	0.0%
	<b>Total Wages</b>	<b>499,800</b>	<b>395,626</b>	<b>79%</b>	<b>535,500</b>	<b>35,700</b>	<b>7.1%</b>
<b><u>Employee Benefits</u></b>							
5111-0	PERS	106,000	89,882	85%	110,000	4,000	3.8%
5112-0	Social Security	35,500	27,075	76%	38,500	3,000	8.5%
5120-0	Medical Insurance	74,800	59,127	79%	68,000	(6,800)	-9.1%
5121-0	Employee Wellness Program	800	800	100%	800	0	0.0%
5122-0	Unemployment Insurance	1,000	588	59%	1,000	0	0.0%
5123-0	Certification Incentive Program	1,500	0	0%	1,500	0	0.0%
5124-0	Long Term Disability	3,900	3,308	85%	3,900	0	0.0%
5126-0	Life Insurance	1,100	933	85%	1,100	0	0.0%
5127-0	Dental/ Vision Self Funding Plan	10,000	6,477	65%	10,000	0	0.0%
5128-0	Workers' Compensation	6,000	987	16%	6,000	0	0.0%
5132-0	Employee Physicals & First Aid	200	0	0%	200	0	0.0%
	<b>Total Employee Benefits</b>	<b>240,800</b>	<b>189,176</b>	<b>79%</b>	<b>241,000</b>	<b>200</b>	<b>0.1%</b>
	<b>TOTAL PERSONNEL</b>	<b>740,600</b>	<b>584,801</b>	<b>79%</b>	<b>776,500</b>	<b>35,900</b>	<b>4.8%</b>
<b><u>General Expenses</u></b>							
5210-0	Departmental Expense	10,000	7,491	75%	10,000	0	0.0%
5215-0	Office Supplies	3,000	1,595	53%	3,000	0	0.0%
5222-0	Directors Conf, Training & Misc.	20,000	6,390	32%	15,000	(5,000)	-25.0%
5226-0	Directors Election Expense	0	0	0%	10,000	10,000	100.0%
5228-0	Directors Dental / Vision	12,500	8,494	68%	12,500	0	0.0%
5231-0	District Liability Insurance	67,000	56,669	85%	65,000	(2,000)	-3.0%
5242-0	Memberships and Dues	21,000	20,265	96%	22,000	1,000	4.8%
5244-0	Conference & Training	9,000	1,460	16%	9,000	0	0.0%
5246-0	Employee Education Reimb.	1,000	50	5%	1,000	0	0.0%
5265-0	Employee Mileage Reimb.	200	0	0%	200	0	0.0%
5270-0	Equipment Rental and Leases	600	42	7%	2,800	2,200	366.7%
5280-0	Temporary Office Relocation	25,000	0	0%	40,000	15,000	60.0%
	<b>Total General</b>	<b>169,300</b>	<b>102,455</b>	<b>61%</b>	<b>190,500</b>	<b>21,200</b>	<b>12.5%</b>
<b><u>Utilities</u></b>							
5410-0	Natural Gas	1,000	537	54%	1,000	0	0.0%
5420-0	Electricity	4,800	2,176	45%	3,800	(1,000)	-20.8%
5430-0	Telephone	5,500	3,160	57%	5,200	(300)	-5.5%
5440-0	Water	2,800	1,752	63%	2,800	0	0.0%
5490-0	Security System Service	900	869	97%	900	0	0.0%
	<b>Total Utilities</b>	<b>15,000</b>	<b>8,493</b>	<b>57%</b>	<b>13,700</b>	<b>(1,300)</b>	<b>-8.7%</b>

Carpinteria Sanitary District  
**Adminstration Department Budget**  
 Fiscal Year 2018/2019

Account Number	Description	2017/18 Budget	2017/18 10 Months Actual	%	2018/19 Budget	\$ Increase (Decrease.)	%
					Change		
<b><u>Repairs &amp; Maintenance</u></b>							
5610-0	Equipment (minor) & Maint.	1,700	1,132	67%	1,700	0	0.0%
5620-0	Building Maintenance	4,800	2,618	55%	3,500	(1,300)	-27.1%
5630-0	Grounds Maintenance	6,000	3,402	57%	15,000	9,000	150.0%
Total Repairs & Maint.		12,500	7,151	57%	20,200	7,700	61.6%
<b><u>Professional Services</u></b>							
5821-0	Accounting (Annual Audit)	9,600	9,600	100%	9,800	200	2.1%
5831-0	Legal Counsel	30,000	9,664	32%	25,000	(5,000)	-16.7%
5843-0	Computer Related Expenses	20,000	13,419	67%	21,000	1,000	5.0%
5847-0	Public Relations	15,000	2,714	18%	15,000	0	0.0%
5849-0	Professional Services	59,000	0	0%	25,000	(34,000)	-57.6%
5851-0	Payroll Service-Paychex	5,000	4,091	82%	7,100	2,100	42.0%
Total Professional Services		138,600	39,488	28%	102,900	(35,700)	-25.8%
<b><u>Other Expenses</u></b>							
6020-0	Admin Charges-SB County	10,000	7,982	80%	10,000	0	0.0%
6030-0	Debt Services Administration Fees	1,800	1,625	90%	1,800	0	0.0%
6031-0	LAFCO Pro-Rata Costs	5,100	5,065	99%	5,900	800	15.7%
6032-0	Regional Grant/Planning Costs	1,500	1,743	116%	1,500	0	0.0%
6033-0	Recycled Water System Development	50,000	0	0%	75,000	25,000	50.0%
Total Other Expenses		68,400	16,415	24%	94,200	25,800	37.7%
<b>GRAND TOTALS</b>		<b>1,144,400</b>	<b>758,804</b>	<b>66%</b>	<b>1,198,000</b>	<b>53,600</b>	<b>4.7%</b>

## **5.0 PLANT/COLLECTION DEPARTMENT EXPENSES**

The Plant/Collection Department is responsible for carrying out the day-to-day operation and maintenance of the District's wastewater treatment facility and collection system. The projected FY 2018/19 budget for this department is \$2,483,800, which represents an increase of 4.1%, or \$97,000, over the prior fiscal year.

### **Plant/Collection Budget Account Highlights**

#### **Total Personnel Expenses**

Personnel costs make up 62.4% of the Plant/Collection Department's operating budget. This budget account funds all of the department wages, benefits, overtime, and standby duty costs. Expenditures in these accounts are projected to increase by \$75,900, or 5.1%, from the prior fiscal year.

The anticipated increase in total personal costs are attributable to merit-based wage increases, a moderate cost of living adjustment and increases in related payroll expenses. It must be noted that one long-time staff member in this department is expected to retire in FY 2018/19 and we have budgeted for the unused vacation that would be payable upon his departure. Increases in CalPERS pension contributions and workers' compensation insurance premiums are other factors affecting the budget in this category. Workers' compensation insurance premiums are projected to increase by \$23,400 over the prior year due to an increase in the District's experience modification factor.

#### **General Expenses**

The total budget for this category is \$74,900, or 3% of the Plant/Collection Department budget. This reflects a net reduction of just \$200 over the previous fiscal year. A minor increase in uniform expenses was offset by a decrease in the cost for equipment rental and leasing.

#### **Environmental Monitoring**

The projected budget for environmental monitoring is \$55,500, or 2.2% of the department budget. There is no change in this category of expenses from the previous fiscal year.

In FY 2014/15 the District entered into an agreement with Cate School to perform contract laboratory analysis for their wastewater recycling facility. This agreement will be continued in fiscal year 2018/19 and cost recovery for this service is reflected as a revenue source in the revenue section of the budget document.

#### **Utilities**

The cost for utilities, which include water, electricity, natural gas, trash service, and USA (Underground Service Alert) is projected to be \$173,100, or 7% of the departmental budget. This amount is unchanged from the previous fiscal year budget. Energy savings resulting from completion of the Aeration Blower Replacement Project are expected to continue into the future and other ongoing efficiency improvements are expected to counter the effects of rising electricity costs.



### **Biosolids Disposal**

The District contracts with Engel & Gray, Inc. for biosolids hauling and composting. The cost for biosolids transport and off-site composting is currently \$55.26 per ton plus a fuel surcharge as set forth in the agreement. The budget for this account is projected to be \$90,000 and this is \$10,000 or 10% less than previous fiscal year. In FY 2017/18 the District purchased a roll off truck to move biosolids bins without the assistance of a third-party hauling contractor. As such, Engel & Gray reduced the unit cost per ton for hauling and composting by \$5, accounting for the cost savings.

### **Supplies and Equipment**

This budget category includes the supply of chemicals, fuel, safety equipment and tools needed to operate the treatment plant and collection system. The major costs in this category are for polymer, odor control chemicals, and disinfection chemicals that remain unchanged from prior fiscal year. The proposed budget for this account is \$222,500, or 9% of the total departmental budget. An increase of \$1,000 in tools and small parts replacements as well as a reduction of \$700 on safety equipment are anticipated.

### **Repairs and Maintenance**

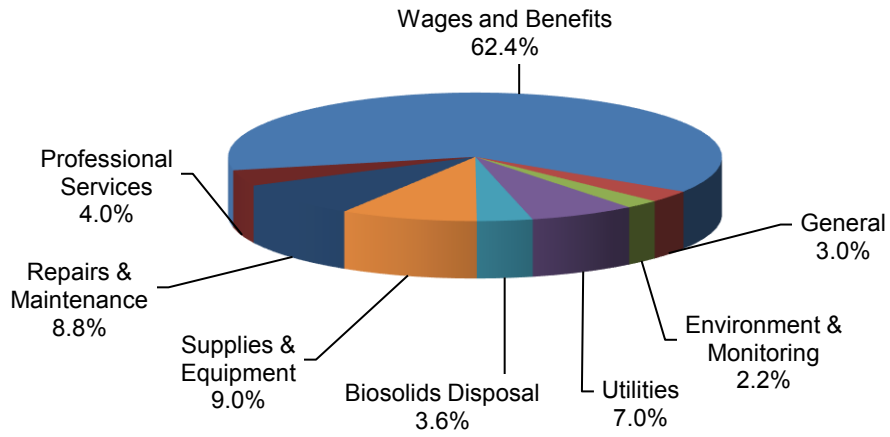
The total projected budget for repairs and maintenance is \$218,500, or 8.8% of the department budget. This is a net increase of \$2,000, or 0.9% over the prior fiscal year. The increase is due to scheduled maintenance of the District's Vector combination sewer cleaning truck and increased maintenance activities for other equipment.

### **Professional Services**

The budget for this account is \$99,500, or 4% of the Plant/Collection Department budget. This is an increase of \$29,000 over the prior year budget resulting from planned updates and modifications to the District's SCADA system to be performed by an outside contractor. Additionally, general computer related expenses are increasing as the District transitions to a new IT support consultant and a different model for computer system support. Other expenses within this budget category are expected to remain unchanged.

The remainder of this section presents detailed budget spreadsheets for the Plant/Collection Department.

**Plant/Collection Operating Budget FY 2018/2019**  
**Total Budget = \$2,483,800**



Carpinteria Sanitary District  
**Plant/Collection Department Budget**

Fiscal Year 2018/2019

Account Number	Description	2017/18 Budget	2017/18 10 Months Actual	% Expended	2018/19 Budget	\$ Increase (Decreases.)	% Change
<b><u>Personnel Expenses</u></b>							
5010-1	Regular Salaries	909,100	698,214	77%	950,500	41,400	4.6%
5030-1	Overtime	12,000	10,704	89%	12,000	0	0.0%
5040-1	Special Duty Pay	40,900	32,602	80%	41,900	1,000	2.4%
	Total Wages	962,000	741,520	77%	1,004,400	42,400	4.4%
<b><u>Employee Benefits</u></b>							
5111-1	PERS	194,500	157,579	81%	207,500	13,000	6.7%
5112-1	Social Security	74,700	55,671	75%	77,600	2,900	3.9%
5120-1	Medical Insurance	145,800	106,813	73%	140,000	(5,800)	-4.0%
5121-1	Employee Wellness Program	2,200	800	36%	2,200	0	0.0%
5122-1	Unemployment Insurance	2,800	1,771	63%	2,800	0	0.0%
5123-1	Certification Incentive Program	12,000	0	0%	12,000	0	0.0%
5124-1	Long Term Disability	7,400	6,102	82%	7,400	0	0.0%
5126-1	Life Insurance	3,000	2,459	82%	3,000	0	0.0%
5127-1	Dental/ Vision Self Funding Plan	27,500	9,269	34%	27,500	0	0.0%
5128-1	Workers' Compensation	40,000	19,598	49%	63,400	23,400	58.5%
5132-1	Employee Physicals & First Aid	2,000	1,597	80%	2,000	0	0.0%
	Total Employee Benefits	511,900	361,659	71%	545,400	33,500	6.5%
	<b>TOTAL PERSONNEL</b>	<b>1,473,900</b>	<b>1,103,179</b>	<b>75%</b>	<b>1,549,800</b>	<b>75,900</b>	<b>5.1%</b>
<b><u>General Expenses</u></b>							
5210-1	Departmental Expense	3,000	2,185	73%	3,000	0	0.0%
5215-1	Office Supplies	2,000	763	38%	2,000	0	0.0%
5241-1	Uniform Expenses	8,000	7,873	98%	8,500	500	6.3%
5242-1	Memberships and Dues	8,000	3,548	44%	8,000	0	0.0%
5244-1	Conferences & Training	12,000	4,926	41%	12,000	0	0.0%
5246-1	Employee Education Reimb.	500	0	0%	500	0	0.0%
5260-1	Vehicle Fuel Expenses	15,000	9,569	64%	15,000	0	0.0%
5265-1	Employee Mileage Reimb.	400	391	98%	400	0	0.0%
5270-1	Equipment Rental and Leases	1,200	379	32%	500	(700)	-58.3%
5290-1	Licenses and Permits	25,000	19,250	77%	25,000	0	0.0%
	Total General	75,100	48,884	65%	74,900	(200)	-0.3%
<b><u>Environment &amp; Monitoring</u></b>							
5310-1	Monitoring-Equipment Expense	30,000	14,313	48%	30,000	0	0.0%
5320-1	Monitoring-Lab Work	15,500	8,134	52%	15,500	0	0.0%
5330-1	Prop. 65 Clean Up Expense	10,000	0	0%	10,000	0	0.0%
	Total Environment & Monit.	55,500	22,447	40%	55,500	0	0.0%
<b><u>Utilities</u></b>							
5410-1	Natural Gas	800	432	54%	800	0	0.0%
5420-1	Electricity	150,000	105,976	71%	150,000	0	0.0%
5430-1	Telephone	6,000	3,895	65%	6,000	0	0.0%
5440-1	Water	9,500	5,041	53%	9,500	0	0.0%
5450-1	Rubbish	6,000	3,766	63%	6,000	0	0.0%
5480-1	Underground Service Alert	800	595	74%	800	0	0.0%
	Total Utilities	173,100	119,705	69%	173,100	0	0.0%

Carpinteria Sanitary District  
**Plant/Collection Department Budget**

Fiscal Year 2018/2019

Account Number	Description	2017/18 Budget	2017/18 10 Months Actual	% Expended	2018/19 Budget	\$ Increase (Decrease)	% Change
<b><u>Sludge Disposal</u></b>							
5470-1	Biosolids Disposal	100,000	68,916	69%	90,000	(10,000)	-10.0%
	Total Sludge Disposal	100,000	68,916	69%	90,000	(10,000)	-10.0%
<b><u>Supplies &amp; Equipment</u></b>							
5510-1	General Supplies	15,000	9,215	61%	15,000	0	0.0%
5521-1	Odor Control Chemicals	45,000	0	0%	45,000	0	0.0%
5522-1	Disinfection Chemicals	124,000	90,242	73%	124,000	0	0.0%
5524-1	Polymers	20,000	14,002	70%	20,000	0	0.0%
5525-1	Tools/Small Parts	4,000	3,297	82%	5,000	1,000	25.0%
5526-1	Fuel, Diesel, Lubricants	7,500	4,423	59%	7,500	0	0.0%
5527-1	Safety Equipment	6,700	4,829	72%	6,000	(700)	-10.4%
	Total Supplies & Equipment	222,200	126,008	57%	222,500	300	0.1%
<b><u>Repairs &amp; Maintenance</u></b>							
5610-1	Equipment Maintenance	17,000	14,824	87%	19,000	2,000	11.8%
5620-1	Building Maintenance	10,000	3,999	40%	10,000	0	0.0%
5630-1	Grounds Maintenance	2,500	0	0%	2,500	0	0.0%
5640-1	Vehicle Maintenance	15,000	8,655	58%	15,000	0	0.0%
5650-1	Treatment Plant Maint.	65,000	45,374	70%	65,000	0	0.0%
5680-1	Lift Station Maintenance	25,000	7,824	31%	25,000	0	0.0%
5690-1	Collection System Maintenance	82,000	33,924	41%	82,000	0	0.0%
	Total Repairs & Maint.	216,500	114,600	53%	218,500	2,000	0.9%
<b><u>Professional Services</u></b>							
5843-1	Computer Related Expenses	20,000	17,852	89%	29,000	9,000	45.0%
5844-1	SCADA Related Expenses	50,000	42,620	85%	70,000	20,000	40.0%
5855-1	IDP/ Monitoring Source Control	500	0	0%	500	0	0.0%
	Total Professional Services	70,500	60,472	86%	99,500	29,000	41.1%
<b>GRAND TOTALS</b>		<b>2,386,800</b>	<b>1,664,211</b>	<b>70%</b>	<b>2,483,800</b>	<b>97,000</b>	<b>4.1%</b>

## **6.0 SAFETY AND TRAINING DEPARTMENT EXPENSES**

In 2007 the District entered into a cooperative agreement with four other local wastewater agencies for the purpose of hiring a joint Safety and Training Officer. The group pursued this goal and hired an individual to provide safety program development and safety training for all of the agencies. The objective is to have a dedicated and qualified safety professional serving the group at a reasonable cost and the program has proven to be a success so far.

The Safety and Training Officer is an employee of the Carpinteria Sanitary District, but costs are distributed to two other participating agencies who currently participate in the cooperative, based on a joint participation agreement. The Safety and Training Officer is currently filled as a part-time position, based on the needs of the cooperative. Each agency has reached a level of OSHA compliance and safety preparedness such that demands are met adequately with approximately one day per week of service per agency.

Approximately 63.1% of the estimated program costs for 2018/19 fiscal year will be paid up-front by the two other participating agencies and reported as "Other Districts' Contribution" in the revenue section of the District's budget.

The Safety and Training Department will consist of one part-time employee and the total budget is projected to be \$74,900 for this fiscal year. This is unchanged from the previous fiscal year.

### **Safety Officer Budget Account Highlights**

#### **Total Personnel Expenses**

Personnel costs are expected to be \$68,900 for the year, or 92% of the Safety Officer Department's total budget. This is unchanged from previous year.

#### **General Expenses**

The total budget in this category is \$2,700, or 3.6% of the departmental budget. There is no change from the previous fiscal year.

#### **Utilities**

Utility costs for this department include only costs associated with provision of a mobile phone. There is no change from the prior year.

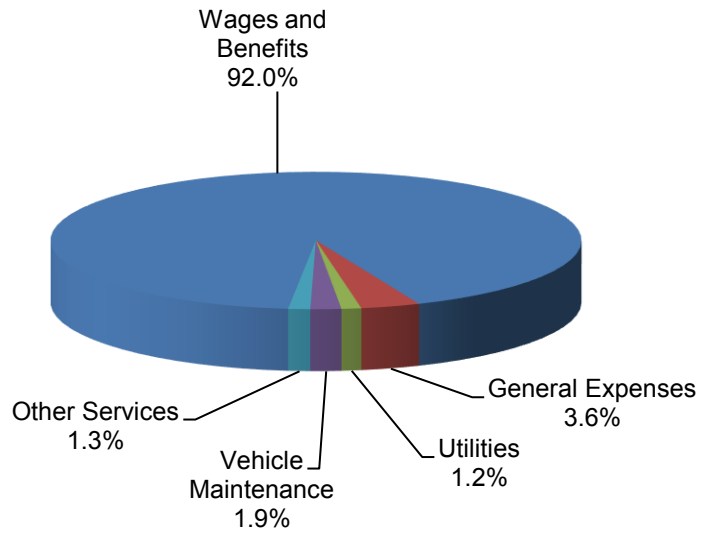
#### **Repairs & Maintenance**

Equipment maintenance is associated with cost of calibration of the noise dosimeter on an annual basis as well as cost of maintenance on the dedicated 2007 Ford Focus sedan. The projected budget is unchanged from the previous fiscal year.

#### **Professional/Other Services**

The projected cost of departmental computer related expenses is \$1,000, unchanged from the prior year.

**Safety Officer Budget FY 2018/2019**  
**Total Budget = \$74,900**



Carpinteria Sanitary District

**Safety & Training Department Budget**

Fiscal Year 2018/2019

Account Number	Description	2017/18 Budget	2017/18 10 Months Actual	% Expended	2018/19 Budget	\$ Increase (Decrs.)	% Change
<b><u>Personnel Expenses</u></b>							
5010-3	Regular Salaries	57,600	51,060	89%	57,600	0	0.0%
	Total Wages	57,600	51,060	89%	57,600	0	0.0%
<b><u>Employee Benefits</u></b>							
5112-3	Social Security	4,500	3,906	87%	4,500	0	0.0%
5120-3	Medical Insurance	4,400	4,195	95%	4,400	0	0.0%
5121-3	Employee Wellness Program	200	0	0%	200	0	0.0%
5122-3	Unemployment Insurance	300	78	26%	300	0	0.0%
5127-3	Dental/ Vision Self Funding Plan	1,200	938	78%	1,200	0	0.0%
5128-3	Workers' Compensation	600	143	24%	600	0	0.0%
5132-3	Employee Physicals & First Aid	100	0	0%	100	0	0.0%
	Total Employee Benefits	11,300	9,260	82%	11,300	0	0.0%
	<b>TOTAL PERSONNEL</b>	<b>68,900</b>	<b>60,320</b>	<b>88%</b>	<b>68,900</b>	<b>0</b>	<b>0.0%</b>
<b><u>General Expenses</u></b>							
5210-3	Departmental Expense	100	105	105%	100	0	0.0%
5215-3	Office Supplies	100	19	19%	100	0	0.0%
5231-3	District Liability Insurance(Auto)	1,500	1,500	100%	1,500	0	0.0%
5260-3	Vehicle Fuel Expenses	1,000	277	28%	1,000	0	0.0%
	Total General	2,700	1,902	70.4%	2,700	0	0.0%
<b><u>Utilities</u></b>							
5430-3	Telephone	900	560	62%	900	0	0.0%
	Total Utilities	900	560	62%	900	0	0.0%
<b><u>Repairs &amp; Maintenance</u></b>							
5610-3	Equipment Maintenance	400	0	0%	400	0	N/A
5640-3	Vehicle & Equip. Maintenance	1,000	230	23%	1,000	0	0.0%
	Total Utilities	1,400	230	16.4%	1,400	0	0.0%
<b><u>Professional Services</u></b>							
5843-3	Computer Related Expenses	1,000	743	74%	1,000	0	0.0%
	Total Professional Expenses	1,000	743	74%	1,000	0	0.0%
	<b>GRAND TOTALS</b>	<b>74,900</b>	<b>63,754</b>	<b>85%</b>	<b>74,900</b>	<b>0</b>	<b>0.0%</b>

## 7.0 CAPITAL IMPROVEMENT PROJECTS

A significant portion of the District's projected overall budget for the 2018/19 fiscal year is allocated to capital improvement program (CIP) projects. These projects have been developed through long term planning efforts and through ongoing condition assessment of key infrastructure. They are complementary to several ongoing capital upgrades within the collection system, authorized in prior fiscal years, and are critical elements of the District's overall quality improvement plan.

### Planning Assumptions

The following assumptions were used in the development of the District's capital improvement projects for the coming fiscal year:

- The proposed CIP projects consist of projects from the District's long range Capital Improvement Program (2015-2025) and other necessary projects and equipment acquisitions.
- The District will fund the approved projects through a direct appropriation of operating revenue and dedicated reserves held in the General Fund into the Capital Improvement Fund.
- The overall funding goal of the District's long term CIP is a "pay-as-you-go" scenario which avoids the need to incur additional long-term debt. However, comprehensive financial planning resulted in determination to finance construction of the District's new administration building to fairly apportion costs for this major facility improvement to current and future ratepayers.
- Certain capacity related projects will be funded or partially funded with Development Impact Fees (DIF) collected by the District for new service connections. DIF monies are strictly accounted for to comply with state law.

### CIP Budget Components

The CIP section of the proposed budget for the 2018/19 fiscal year (Capitalized Expenditures) is a component of the Non-Operating Expense section as illustrated in the Budget Snapshot in Section 1.0. The CIP budget includes the projected expenses for purchase of fixed assets/equipment as well as those expenses associated with infrastructure repair and replacement projects undertaken by the District.

The combined budgets for newly proposed and carry over CIP projects for the 2018/19 fiscal year is **\$4,740,000**. The list of projects and their funding source is provided below for ongoing and new capital projects.

### Deferred/Deleted CIP Projects

The District had previously authorized a CIP project to replace the fiberglass cover system for the primary clarifier tank in the wastewater treatment facility. This \$100,000 project has not been implemented. In lieu, District staff procured a membrane cover system in order to expedite the process of replacing the covers. The cost for the membrane system was nominal (<\$5,000) and the cover is meeting the needs of the agency. As such, the previously authorized capital project will not be executed and has been removed from the list of authorized CIP projects.



### **Existing/Carryover CIP Projects**

The District is currently implementing a number of capital improvement projects that have been authorized and funded by the Board of Directors in prior years. Nine of these projects are expected to continue into the 2018/19 fiscal year. Significant ongoing CIP projects include:

- Administration Building Replacement (P-158)
- Emergency Generator Replacement (P-171)
- Flood Wall Emergency Repair (P-176)
- Screenings Washer Compactor (P-178)
- Lab and Break Room Improvements
- Garage Building
- Disinfection Monitoring Unit Enclosures
- Sewer System Hydraulic Model Update
- Plant Water System Tank and Pump Replacement
- Lift Station No. 1 Comminutor Pit Modifications

Detailed project descriptions have been provided in previous year budget documents. Funds for these projects have been appropriated to the District's dedicated CIP fund.

On January 9, 2018 a historic flooding event in Carpinteria Creek damaged the foundation supporting the embankment and flood wall protecting the District's wastewater treatment facility. This event was related to a federal disaster declaration and the District has sought disaster relief funding through FEMA's Public Assistance Program. The District is proceeding with an emergency repair project to restore the structural integrity of the flood protection system. Federal and State funding will reimburse the District for over 96% of the repair costs. To provide a mechanism to account for the project expenditures, a CIP project was created during FY 2017/18 that will carry over into FY 2018/19 (Flood Wall Emergency Repair – Project P-176).

Although not fully developed, a construction cost estimate for this emergency repair project of \$750,000 is included as a new allocation for Project P-176 in FY 2018/19. As described in Section 2.0, a new revenue source was included in the budget document to account for anticipated FEMA reimbursement funding. It was assumed that 96.5% reimbursement will largely offset this capital expenditure.

Project cost estimates have not been determined and based on the level of FEMA reimbursement, are not included in the total CIP cost allocation.

Funding Source	Description	Total Project Budget	FY 2018/19 Allocation
CIP	Administration Building Replacement (P-158)	\$2,000,000	\$0
CIP	Emergency Generator Replacement (P-171)	\$100,000	\$0
FEMA	Flood Wall Emergency Repair (P-176)	\$TBD	\$750,000
CIP	Screening Water Compactor (P-178)	\$90,000	\$0
CIP	Lab and Breakroom Improvements	\$150,000	\$0
CIP	Garage Building	\$250,000	\$0
CIP	Disinfection Monitoring Unit Enclosures	\$30,000	\$0
CIP	Sewer System Hydraulic Model Update	\$35,000	\$0
CIP	Plant Water System Tank and Pump Replacement	\$50,000	\$0
CIP	Lift Station No. 1 Comminutor Pit Modifications	\$45,000	\$0
<b>CARRYOVER CIP PROJECT ALLOCATION</b>		<b>\$2,750,000</b>	<b>\$750,000</b>

### **New CIP Projects**

The following table presents a summary of the new CIP projects proposed for implementation in the coming fiscal year. Detailed project descriptions with justifications are provided later in this section. Project numbers will be assigned at the time individual projects are initiated.

Funding Source	Description	Total Project Budget	FY 2018/19 Allocation
CIP	Secondary Clarifier Mechanical Upgrade	\$130,000	\$130,000
DIF	RAS Flow Meter Replacement	\$45,000	\$45,000
CIP	Collection System Rehabilitation Phase 3	\$750,000	\$750,000
CIP	Lower Lateral Rehabilitation Project	\$200,000	\$200,000
CIP	WinCan Software Upgrade	\$15,000	\$15,000
CIP	Wetwell Rehabilitation – Lift Stations 1,2,and 3	\$100,000	\$100,000
<b>NEW CIP PROJECTS TOTAL</b>		<b>\$1,240,000</b>	<b>\$1,240,000</b>

## **CIP Program Funding**

### **Current Year CIP Funding Allocation**

Allocation of capital improvement funds for FY 2018/19 will occur once the recommended CIP projects are authorized by the District's Board of Directors. Projects outlined in this section will be funded through a combination of current year operating revenue, existing cash reserves, and long term financing for the Administration Building Replacement Project. The funding breakdown is detailed in the Pro-Forma worksheet presented in Section 1.0.

A reconciliation of the restricted CIP fund will be completed concurrent with the FY 2018/19 budget approval process. The purpose of this reconciliation is to incorporate Board authorized adjustments to capital project costs and reflect cost savings realized on certain completed capital projects.

### **Future CIP Project Funding**

An update to the District's long range Capital Improvement Program was completed in July 2015, covering the period from 2015 to 2025. From a fiscal planning perspective, the District's long range CIP should be considered a dynamic tool and as such should be reviewed and updated regularly to reflect the District's changing infrastructure needs. For example, in the prior year, the long range CIP was modified somewhat to reflect shifting priorities for certain projects.

With the exception of the Administration Building Replacement Project, it is expected that future CIP projects will be funded from a combination of annual SSC revenue and cash reserves from the General Fund appropriated to the CIP Fund. This "pay-as-you go" approach will provide the necessary cash to pay for the improvements while avoiding additional long term debt as long as practical. The funding of future projects can, therefore, be tailored and managed on a cash flow basis.

**Carpinteria Sanitary District**  
**Capital Improvement Project (CIP)**  
Fiscal Year 2018/2019

CIP No.	Funding Source	Description	Project Starting Date	2017/18 Budget	Project Expenses To Date 4/30/17	2018/19 Budget
<b><u>Previously Authorized CIP Budget</u></b>						
P-158	CIP	Admin Building Replacement Project	12/1/2014	\$ 2,000,000	\$ 43,690	
P-171	CIP	Emergency Generator Replacements	7/1/2017	\$ 100,000	\$ 36,736	
P-176	FEMA	Flood Wall Emergency Repair	2/1/2018	TBD	37,152	\$ 750,000
P-178	CIP	Screenings Washer Compactor	4/1/2018	\$ 90,000		
	CIP	Lab and Breakroom Improvements		\$ 150,000		
	CIP	Garage Building		\$ 250,000		
	CIP	Disinfection Monitoring Unit Enclosures		\$ 30,000		
	CIP	Sewer System Hydraulic Model Update		\$ 35,000		
	CIP	Plant Water System Tank and Pump Replacement		\$ 50,000		
	CIP	Lift Station No. 1 Comminutor Pit Modifications		\$ 45,000		
<b><u>New CIP Projects</u></b>						
	CIP	Secondary Clarifier Mechanical Upgrade				\$ 130,000
	CIP	RAS Flow Meter Replacement				\$ 45,000
	CIP	Collection System Rehabilitation Project Phase 3				\$ 750,000
	CIP	Lowe Lateral Rehabilitation Project				\$ 200,000
	CIP	WinCan Software Upgrade				\$ 15,000
	CIP	Wetwell Rehabilitation - Lift Stations 1, 2 and 3				\$ 100,000
<b>Total CIP Budget</b>				<b>\$ 2,750,000</b>	<b>\$ 117,578</b>	<b>\$ 1,990,000</b>



**PROJECT TITLE: Secondary Clarifier Mechanical Retrofit Project**

**DESCRIPTION:** This project involves replacing the mechanical parts within the secondary clarifiers, including shafts, gears, sprockets, chains, flights and other components that convey solids within the tanks. The retrofit would incorporate a new chain and flight design that utilizes two chains instead of three within each tank and a simpler bearing system. The parts will match the recent primary clarifier retrofit

**BUDGET COST:** \$130,000

**FUND SOURCE:** CIP

**JUSTIFICATION:** The existing mechanical systems within the secondary clarifiers at the wastewater treatment plant have been in continuous service since 1993. Operations staff has rebuilt or replaced components over the years, but major elements have reached the end of their useful service life. Design improvements within the industry have also made available mechanical equipment that will provide enhanced operability and performance. – specifically new rigid fiberglass flights will allow for a two-chain system within the tank and minimize wear and associated maintenance requirements. At this time, we project that staff will procure the new equipment and components and undertake the installation and reconfiguration with the help of a contractor.





**PROJECT TITLE: RAS Flow Meter Replacement**

**DESCRIPTION:** This project involves replacing the existing return activated sludge (RAS) flow meters at the wastewater treatment facility with new magnetic flow meters. Five new meters will be procured and installed as follows: one 8" main RAS flow meter, three individual 6" RAS meters, and one 4" waste activated sludge meter.

**BUDGET COST:** \$45,000

**FUND SOURCE:** CIP

**JUSTIFICATION:** The existing RAS flow meters in the main gallery at the WWTP have been in service since 1993 and are obsolete. Due to age, these meters can no longer maintain calibration and parts are not available. Failures of the existing meters can result in plant upsets and potential violations. This meter replacement is part of the District's ongoing proactive asset management program that is intended to provide 100% system reliability. Operations staff will perform the installation.





**PROJECT TITLE: Collection System Rehabilitation Program - Phase 3**

**DESCRIPTION:** This project involves rehabilitation and/or replacement of existing buried sewer pipelines that have been identified as defective through a comprehensive condition assessment program. The work may include cured in place pipe (CIPP) lining or other trenchless rehabilitation methods, in combination with open cut spot repairs and linear replacement projects. This represents the third phase of a five-phase program expected to occur over the next six years.

**BUDGET COST:** \$750,000

**FUND SOURCE:** CIP

**JUSTIFICATION:** A significant portion of the District's wastewater collection system was constructed during the 1950's and earlier. Because this pipe has basically exceeded its design service life, the District initiated a major CCTV inspection program and began a system-wide condition assessment project in 2016 that is scheduled to complete in the summer of 2018. These efforts will result in a strategic rehabilitation plan that establishes a priority list for replacement and repair of buried infrastructure. The observed can contribute to sanitary sewer overflows and allow groundwater to infiltrate into the collection system. Pipeline replacement, rehabilitation and spot repairs are necessary throughout the system to remedy defective conditions. As of April 2018 the Collections Department has identified approximately 12,000 feet of mainline to rehabilitate in this project.





**PROJECT TITLE: Lower Lateral Rehabilitation Project – Phase 2**

**DESCRIPTION:** Rehabilitation or replacement of approximately 40 lower laterals.

**BUDGET COST:** \$200,000

**FUND SOURCE:** CIP

**JUSTIFICATION:** The District currently has ownership of 753 lower laterals. 250 of these lower laterals are on preventative maintenance schedules that range from 2 months to 5+ year cycles. Approximately 14 are on a 60-day schedule and 46 are on a 90-day schedule and account for nearly 40% of our completed work orders. In an effort to reduce potential SSO's, improve customer service, and minimize long term maintenance costs, the Collections Department has evaluated its current inventory/schedules and is developing a second phase lower lateral rehabilitation project. The goal of this project is to reduce the number of laterals on a recurring maintenance schedule of 3 months or less by means of pipe bursting, open cut repairs, and by CIPP lining. Upon completion of this proposed project accompanied by our ongoing "small works repairs" we will have eliminated the laterals on a 60 day schedule and have approximately 15 laterals remaining on a 3 month schedule.







**PROJECT TITLE: WinCan Software Upgrade**

**DESCRIPTION:** Upgrade pipeline inspection software used on board the District's CCTV inspection truck and in office desktop installation(s).

**BUDGET COST:** \$15,000

**FUND SOURCE:** CIP

**JUSTIFICATION:** The Collections Department currently utilizes an industry specific software package to assist in the inspection of sewer mains throughout its collection system. This software (WinCan) assists with recording video and coding pipeline defects with industry standardized coding (NASSCO) rating matrix. Once this data is collected WinCan allows for further analysis and data management, critical when designing sewer rehabilitation projects. WinCan edition V8 is no longer supported by the developer and is not compatible with current Windows operating systems. An upgrade to WinCan VX will provided a better workflow during inspections, ease of data transfer from the field and additional tools to integrate inspection data into the District's GIS system.





**PROJECT TITLE: Lift Station Wetwell Rehabilitation - Lift Stations 1, 2 and 3**

**DESCRIPTION:** This project involves rehabilitation and epoxy coating the interior walls of the wetwells at Lift Stations 1, 2 and 3. Two of the wetwell structures are over eighty years old and all three exhibit significant corrosion or deterioration of the concrete, primarily above the water line. A specialty contractor will clean and prepare the surface, apply structural mortar and line the interior with a protective epoxy coating.

**BUDGET COST:** \$100,000

**FUND SOURCE:** CIP

**JUSTIFICATION:** Restoration and protection of the concrete wet wells is imperative due to the critical nature of this infrastructure. Epoxy coating these structures will protect them from further damage from corrosive sewer gases. Rehabilitation will extend the service life of the structure.

