

# SONOMA COUNTY WATER AGENCY

## FY 20-21 BUDGET REQUEST

### *INTERNAL SERVICE FUNDS*

#### TABLE OF CONTENTS

	<u>Page</u>
<b>Budget Section Summary</b>	1
<b>Equipment Fund</b>	
Summary of Revenues and Expenditures	2
Character Justification	3
Equipment Rental Summary	5
Statement of Special Fund Activity	6
<b>Facilities Fund</b>	
Summary of Revenues and Expenditures	7
Character Justification	9
Facility Maintenance Projects	12
Statement of Special Fund Activity	15
<b>Power Resources Fund</b>	
Summary of Revenues and Expenditures	16
Character Justification	17
Statement of Special Fund Activity	19

**FY 2020-21 BUDGET**  
**BUDGET SECTION SUMMARY**

**Section Title:** **INTERNAL SERVICE FUNDS**

**A. Program Description**

This section includes the Equipment Fund and the Facilities Fund. These internal service funds were established to provide an equitable means of sharing equipment and facility costs by all divisions of the Water Agency. The Power Resources Fund was established as a separate fund which acts as a purchaser and seller of power, so all Water Agency entities can benefit from the power purchasing authority or from the photovoltaic systems.

Depreciation expense is recorded in each fund to provide for future replacement of current assets.

**B. Financial Summary**

Section	GROSS EXPENDITURES			NET COST / USE OF FUND BALANCE		
	FY 19-20 Adopted	FY 20-21 Requested	Percent Change	FY 19-20 Adopted	FY 20-21 Requested	Percent Change
Equipment Fund	\$4,063,500	\$3,786,500	(6.82%)	\$1,425,100	\$930,795	(34.69%)
Facilities Fund	3,582,452	5,679,647	58.54%	80,478	1,902,406	2263.88%
Power Resources Fund	4,161,682	5,223,785	25.52%	(436,018)	(168,015)	(61.47%)
<b>TOTAL:</b>	<b>\$11,807,634</b>	<b>\$14,689,932</b>	<b>24.41%</b>	<b>\$1,069,560</b>	<b>\$2,665,186</b>	<b>149.19%</b>

**C. Staffing Summary**

No staffing is allocated to this index.

**D. Workload Summary**

Refer to the individual sections for information regarding work performed.

**E. Summary of Issues and Significant Changes**

Refer to the Departmental Budget Summary for a summary of issues and significant changes.

**FY 2020-21 BUDGET**  
**SUMMARY OF REVENUES AND EXPENDITURES**

**Fund:** EQUIPMENT FUND  
**Fund/Department ID:** 54005 33050100

Account No. and Title	Adopted 2019-20	Requested 2020-21	Difference	Percent Change
<b>REVENUES:</b>				
<b><u>USE OF MONEY</u></b>				
44002 Interest on Pooled Cash	\$18,900	\$20,600	\$1,700	8.99%
44102 Rent - Equipment	2,619,500	2,835,105	215,605	8.23%
<b>Subtotal Use of Money</b>	<b>\$2,638,400</b>	<b>\$2,855,705</b>	<b>\$217,305</b>	<b>8.24%</b>
<b>TOTAL REVENUES</b>	<b>\$2,638,400</b>	<b>\$2,855,705</b>	<b>\$217,305</b>	<b>8.24%</b>
<b>EXPENDITURES:</b>				
<b><u>SERVICES AND SUPPLIES</u></b>				
51061 Maintenance - Equipment	\$280,000	\$280,000	\$0	0.00%
51209 Information Tech Svc (non ISD)	1,500	1,000	(500)	(33.33%)
51244 Permits/License/Fees	1,500	2,000	500	33.33%
51249 Other Professional services	8,000	8,000	-	0.00%
51401 Rents & Leases-Equipment	5,000	1,500	(3,500)	(70.00%)
51803 Other Contract Services	100,000	100,000	-	0.00%
51902 Telecommunication Usage	30,000	30,000	-	0.00%
51917 District Operations Charges	978,500	1,000,000	21,500	2.20%
51921 Equipment Usage Charges	120,000	120,000	-	0.00%
52061 Fuel/Gas/Oil	385,000	450,000	65,000	16.88%
52111 Office Supplies	-	-	-	N/A
52141 Minor Equipment/Small Tools	14,000	20,000	6,000	42.86%
52142 Computer Equipment/Accessories	1,000	1,000	-	0.00%
52143 Computer Software/Licensing	3,000	3,000	-	0.00%
<b>Subtotal Services and Supplies</b>	<b>\$1,927,500</b>	<b>\$2,016,500</b>	<b>\$89,000</b>	<b>4.62%</b>
<b><u>OTHER CHARGES</u></b>				
53401 Amortization Expense	\$36,000	\$10,000	(\$26,000)	(72.22%)
53402 Depreciation Expense	1,100,000	760,000	(340,000)	(30.91%)
<b>Subtotal Other Charges</b>	<b>\$1,136,000</b>	<b>\$770,000</b>	<b>(\$366,000)</b>	<b>(32.22%)</b>
<b><u>FIXED ASSETS</u></b>				
19820 Acq-Machinery and Equipment	\$ -	\$ -	\$ -	N/A
19822 Acq-Mobile Equipment	-	-	-	N/A
19831 Acq-CIP-Bldg & Impr	-	-	-	N/A
19832 Acq-CIP-Infrastructure	-	-	-	N/A
19840 Acq-WIP-Equipment	1,000,000	1,000,000	-	0.00%
<b>Subtotal Fixed Assets</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,063,500</b>	<b>\$3,786,500</b>	<b>(\$277,000)</b>	<b>(6.82%)</b>
<b>TOTAL NET COST</b> <i>(Expenditures Minus Revenues)</i>	<b>\$1,425,100</b>	<b>\$930,795</b>	<b>(\$494,305)</b>	<b>(34.69%)</b>

**FY 2020-21 BUDGET**  
**CHARACTER JUSTIFICATION**

Department - Division:  
Section Title:

Sonoma County Water Agency - Internal Service Fund  
Equipment Fund

**Character Title: Use of Money and Property**

**Character No.: 54005-33050100-44**

**44002 Interest on Pooled Cash**

This account records interest on pooled cash held for the Agency by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.

Estimated Average Cash Balance	\$1,000,000
Projected Interest Rate	2.06%
Projected/Planned Interest on Pooled Cash	\$20,600

**44102 Rent-Equipment**

This item records charges for use of Agency fleet and equipment . A rental rate has been established for each vehicle and piece of equipment sufficient to cover maintenance, operation costs and depreciation.

**Character Title: Services and Supplies**

**Character No.: 54005-33050100-51/52**

**51061 Maintenance - Equipment**

This account records parts and various supplies necessary to maintain and repair Agency vehicles. \$ 280,000

**51209 Information Tech Services**

This account records the costs of various data processing supplies and services. 1,000

**51244 Permits/License/Fees**

This account records the cost of all permits. 2,000

**51249 Other Professional Services**

This account records the cost of commission on the sale of equipment. 8,000

**51401 Rents/Leases - Equipment**

This account records the costs of renting or leasing equipment as needed. 1,500

**51803 Other Contract Services**

This account covers the cost of various contract services such as waste disposal, safety services, and various other services. 100,000

**51902 Telecommunication Usage**

This account records the costs for telephone system repairs. 30,000

**51917 District Operations Charges**

This account records the labor and overhead necessary to maintain and repair Agency vehicles and equipment. 1,000,000

**51921 Equipment Usage Charge**

This account records the costs for equipment usage. 120,000

**52061 Fuel/Gas / Oil**

This account records the cost of gas, diesel, and oil for the Agency's vehicle fleet. 450,000

**52141 Minor Equipment /Small Tools**

This account records the cost of small tools/instruments used for maintenance activities under \$5,000. 20,000

**52142 Computer Equipment/Accessories**

This account records the cost of computer hardware. 1,000

**52143 Software/Licensing Fees**

This account records the cost of software. 3,000

**FY 2020-21 BUDGET**  
**CHARACTER JUSTIFICATION**

Department - Division:

Sonoma County Water Agency - Internal Service Fund

Section Title:

Equipment Fund

Character Title: Other Charges

Character No.: 54005-33050100-53

**53402 Depreciation Expense**

This account is requested to provide appropriations for depreciation of the Agency's vehicles and equipment. No cash expenditure of funds is made but the full cost of recovery is included in rental rates.

Character Title: Fixed Assets

Character No.: 54005-33050100-19

**19840 WIP - Mobile Equipment**

	<u>REPLACES</u>	<u>FOR</u>	<u>COST</u>
F350 DRW Utility w/crane	G432	Maint. Div, Mechanic Section	\$90,000
F350 DRW Utility w/crane	G443	Maint. Div, Mechanic Section	90,000
F350 DRW Utility w/crane	G444	Maint. Div, Mechanic Section	90,000
Hybrid Sedan	C453	Admin Services Div, 404 Pool	32,000
F350 DRW 4X4 Utility Body w/crane	New	Maint Div/ Field Operations Section	80,000
Peterbilt w/ Utility Body/ Crane/ Compressor	G362	Maint. Div, Mechanic Section	190,000
Peterbilt w/ Utility Body/ Crane/ Compressor	G400	Maint. Div, Mechanic Section	190,000
Ram Promaster Van	E355	Electrical/ Instrumentation Section	40,000
175 KW Portable Generator Diesel	New	Maint. Div, Mechanic Section	175,000
Contingency Vehicle Replacement			23,000

**Total** \$1,000,000

**19820 Machinery & Equipment**

This account records the cost of shop equipment for maintenance activities.

**FY 2020-21 BUDGET**  
**EQUIPMENT RENTAL SUMMARY**

**Fund/Account Title:** Equipment Fund/Rent - Equipment      **Number:** 54005-44102

	<u>Fund</u>	<u>Description</u>	<u>Account</u>	<u>FY 20-21 Amount</u>
<b><u>Charges From :</u></b>	54005	Equipment Fund	Various	\$2,835,105
<b><u>Charges To :</u></b>	14015	General Fund	51921	189,000
	14030	Sustainability-Renewable Energy	51921	2,415
	44205	Water Transmission	51921	997,500
		Generator and Pumps		210,000
	14105	Zone 1A Laguna Mark West	51921	262,500
	14110	Zone 2A Petaluma	51921	31,500
	14115	Zone 3A Valley of the Moon	51921	10,500
	14120	Zone 5A Lower Russian River	51921	15,750
	14125	Zone 7A North Coast	51921	1,260
	14130	Zone 8A South Coast	51921	5,250
	44105	Russian River Projects	51921	10,500
	44110	Recycled Water fund	51921	525
	14135	Warm Springs Dam	51921	105,000
	54005	Equipment Fund	51921	126,000
	54010	Facilities Fund	51921	78,750
	54015	Power Resources	51921	0
	44405	Sea Ranch Sani Zone	51921	2,100
	44505	Penngrove Sani Zone	51921	21,000
	44605	Geyserville Sani Zone	51921	16,800
	44705	Airport-Larkfield-Wikiup Sani Zone	51921	168,000
	43101	Occidental CSD	51921	2,625
	43201	Russian River CSD	51921	105,000
	43301	Sonoma Valley CSD	51921	472,500
	43401	South Park CSD	51921	630
		<b>Total</b>		<b><u>\$2,835,105</u></b>

Note: Amounts identified are estimates only. All charges to other funds will be made based upon actual usage.

**FY 2020-21 BUDGET**  
**STATEMENT OF SPECIAL FUND ACTIVITY**

**Department:** Sonoma County Water Agency - Internal Service Fund  
**Fund:** Equipment Fund  
**Fund/Department ID:** 54005-33050100

DESCRIPTION OF FUND ACTIVITY	Actual FY 18-19	Estimated FY 19-20	Requested FY 20-21
<b>Undesignated/Unreserved <u>BEGINNING</u> Fund Balance Available for Budgeting</b> (See Detailed Components Below)	<b>\$1,206,438</b>	<b>\$1,004,070</b>	<b>\$756,225</b>
<b>Annual Revenues and Expenditures:</b>			
Revenues - Increase fund balance	2,821,608	2,683,768	2,855,705
Expenditures - (Decrease) fund balance	(3,876,989)	(4,076,877)	(3,786,500)
<b>Net Surplus or Deficit - Increase/(Decrease) to fund balance</b>	<b>(1,055,381)</b>	<b>(1,393,109)</b>	<b>(930,795)</b>
<b>Adjustments to Reserves/Encumbrances:</b>			
Outstanding Encumbrances - Net Change	151,453	-	-
Unrealized Gains/Loss	(26,738)	-	-
Change in Prepaid Expense	(2,684)	-	-
Amortization	-	36,000	10,000
Depreciation	730,983	1,100,000	760,000
Gain/loss on disposal of Capital Assets	-	9,264	-
<b>Net Adjustment - Increase/(Decrease) to Fund Balance</b>	<b>853,014</b>	<b>1,145,264</b>	<b>770,000</b>
<b>Undesignated/Unreserved <u>ENDING</u> Fund Balance Available for Budgeting</b>	<b>\$1,004,070</b>	<b>\$756,225</b>	<b>\$595,430</b>
<b>Target Fund Balance</b>	<b>\$466,491</b>	<b>\$469,214</b>	<b>\$504,125</b>
<i>Over/(Under) Target Fund Balance</i>	<i>\$537,579</i>	<i>\$287,011</i>	<i>\$91,305</i>
<b>Total Increase/(Decrease) in Fund Balance for Fiscal Year</b> <i>(Difference between Beginning and Ending Balance)</i>	<b>(\$202,368)</b>	<b>(\$247,845)</b>	<b>(\$160,795)</b>
<b><u>Fund Balance Components at Beginning of FY</u></b>	<b>7/1/18</b>	<b>7/1/19</b>	
Cash	\$2,198,333	\$2,144,192	
Accounts Payable	(5,278)	(1,154)	
Due from Other Funds	48,454	-	
Prepaid Expense	646	-	
Vouchers Payable	(135,787)	(390,491)	
Encumbrances	(899,930)	(748,477)	
<b>Total Beginning Fund Balance</b>	<b>\$1,206,438</b>	<b>\$1,004,070</b>	

**FY 2020-21 BUDGET**  
**SUMMARY OF REVENUES AND EXPENDITURES**

**Fund:** **FACILITIES FUND**  
**Fund/Department ID:** **54010** **33050200**

Account No. and Title	Adopted 2019-20	Requested 2020-21	Difference	Percent Change
<b>REVENUES:</b>				
<b><u>USE OF MONEY</u></b>				
44002 Interest on Pooled Cash	\$75,600	\$82,400	\$6,800	8.99%
44101 Rent - Real Estate	3,426,374	3,694,841	268,467	7.84%
<b>Subtotal Use of Money</b>	<b>\$3,501,974</b>	<b>\$3,777,241</b>	<b>\$275,267</b>	<b>7.86%</b>
<b>TOTAL REVENUES</b>	<b>\$3,501,974</b>	<b>\$3,777,241</b>	<b>\$275,267</b>	<b>7.86%</b>

**EXPENDITURES:**

**SERVICES AND SUPPLIES**

51032 Janitorial Services	\$140,000	\$151,000	\$11,000	7.86%
51061 Maintenance - Equipment	100,000	135,000	35,000	35.00%
51071 Maintenance - Bldg & Improve	20,000	15,000	(5,000)	(25.00%)
51209 Informtion Tech Serv (non ISD)	1,000	500	(500)	(50.00%)
51211 County Counsel - Legal Advice	6,000	5,000	(1,000)	(16.67%)
51230 Security Services	20,000	15,000	(5,000)	(25.00%)
51244 Permits/License/Fees	1,000	1,000	-	0.00%
51401 Rents and Leases - Equipment	5,000	5,000	-	0.00%
51421 Rents and Leases - Bldg/Land	100,000	100,000	-	0.00%
51803 Other Contract Services	100,000	240,000	140,000	140.00%
51902 Telecommunication Usage	50,000	27,000	(23,000)	(46.00%)
51917 District Operations Charges	927,000	1,036,967	109,967	11.86%
51921 Equipment Usage Charges	75,000	75,000	-	0.00%
52042 Janitorial Supplies	10,000	15,000	5,000	50.00%
52071 Materials and Supplies Expense	2,000	2,000	-	0.00%
52111 Office Supplies	3,500	3,000	(500)	(14.29%)
52141 Minor Equipment/Small Tools	10,000	10,000	-	0.00%
52142 Computer Equipment/Accessories	5,000	500	(4,500)	(90.00%)
52143 Computer Software/Licensing	20,000	10,000	(10,000)	(50.00%)
52191 Utilities Expense	20,000	15,000	(5,000)	(25.00%)
52193 Utilities - Electric	150,000	150,000	-	0.00%
<b>Subtotal Services and Supplies</b>	<b>\$1,765,500</b>	<b>\$2,011,967</b>	<b>\$246,467</b>	<b>13.96%</b>

**OTHER CHARGES**

53103 Interest on LT Debt	\$87,952	\$68,658	(\$19,294)	(21.94%)
53402 Depreciation Expense	1,129,000	1,151,000	22,000	1.95%
<b>Subtotal Other Charges</b>	<b>\$1,216,952</b>	<b>\$1,219,658</b>	<b>\$2,706</b>	<b>0.22%</b>

**FY 2020-21 BUDGET**  
**SUMMARY OF REVENUES AND EXPENDITURES**

**Fund:** **FACILITIES FUND**  
**Fund/Department ID:** **54010** **33050200**

Account No. and Title	Adopted 2019-20	Requested 2020-21	Difference	Percent Change
<b><u>ADMIN CONTROL</u></b>				
59002 Advances	\$5,900,000	\$0	(\$5,900,000)	(100.00%)
59003 Advances Clearing	(5,900,000)	-	5,900,000	(100.00%)
59004 Administrative Control Account	443,922	463,216	19,294	4.35%
59005 Admin Control Acct Clearing	(443,922)	(463,216)	(19,294)	4.35%
<b><i>Subtotal Admin Control</i></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>N/A</u></b>
<b><u>FIXED ASSETS</u></b>				
19831 Acq-CIP-Bldg & Impr	\$600,000	\$2,448,022	\$1,848,022	308.00%
<b><i>Subtotal Fixed Assets</i></b>	<b><u>\$600,000</u></b>	<b><u>\$2,448,022</u></b>	<b><u>\$1,848,022</u></b>	<b><u>308.00%</u></b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,582,452</u></b>	<b><u>\$5,679,647</u></b>	<b><u>\$2,097,195</u></b>	<b><u>58.54%</u></b>
<b>TOTAL NET COST</b> <i>(Expenditures Minus Revenues)</i>	<b><u>\$80,478</u></b>	<b><u>\$1,902,406</u></b>	<b><u>\$1,821,928</u></b>	<b><u>2263.88%</u></b>

**FY 2020-21 BUDGET**  
**CHARACTER JUSTIFICATION**

**Department - Division:** Sonoma County Water Agency - Internal Service Fund  
**Section Title:** Facilities Fund

**Character Title:** Use of Money and Property **Character No.:** 54010-33050200-44

**44002 Interest on Pooled Cash**

This account records interest on pooled cash held for the Agency by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.

Estimated Average Cash Balance	\$4,000,000
Projected Interest Rate	2.06%
Projected/Planned Interest on Pooled Cash	\$82,400

**44101 Rent - Real Estate**

This account records the rental income received from the Agency's General Fund for use of Agency Administrative, Flood Control, and Operations and Maintenance facilities and maintenance facilities at the Airport treatment plant. Rental income will be maintained at a level sufficient to cover facilities operations and maintenance costs, depreciation and debt service.

**Character Title:** Services and Supplies **Character No.:** 54010-33050200-51/52

**51032 Janitorial Services**

This account records the costs for custodial services for the Agency's Administration building, O&M Center and Airport treatment plant. \$ 151,000

**51061 Maintenance-Equipment**

This account records the costs for parts and various supplies necessary to maintain and repair Agency equipment. For current year projects see Facility Maintenance Project sheet. 135,000

**51071 Maintenance-Bldg & Improve**

This account records the maintenance costs of the Agency's administrative office, operations, and service center complexes. 15,000

**51209 Information Tech Serv (non ISD)**

This account records the costs of various data processing supplies and services. 500

**51211 Legal Services**

This account reflects the estimated cost of legal services to be provided by County Counsel and outside legal counsel. 5,000

**51230 Security Services**

This account reflects security services for various Agency facilities. 15,000

**51244 Permits/License/Fees**

This account records the cost of all permits. 1,000

**51401 Rents & Leases-Equipment**

This account covers of the costs of rental equipment as needed to maintain various facilities. 5,000

**51421 Rents/Leases-Bldgs/Imp**

This account reflects the lease expense to ALW Sanitation Zone for the Service Center Building. 100,000

**51803 Other Contract Services**

This account records the cost for the Maximo agreement, which manages assets and provides document control functions related to asset management. 240,000

**FY 2020-21 BUDGET**  
**CHARACTER JUSTIFICATION**

**Department - Division:** Sonoma County Water Agency - Internal Service Fund  
**Section Title:** Facilities Fund

**Character Title:** Services and Supplies (Cont'd) **Character No.:** 54010-33050200-51/52

<b>51902 Telecommunication Usage</b>		
This account covers costs for telephone system repairs.		27,000
<b>51917 District Operations Charges</b>		
This account records costs for salary and benefits for staff assigned to projects associated with Agency facilities. For current year projects see the Facility Maintenance Project sheet.		1,036,967
<b>51921 Equipment Usage Charges</b>		
This account records the cost for equipment usage.		75,000
<b>52042 Janitorial Supplies</b>		
This account records costs for cleaning and household supplies.		15,000
<b>52071 Materials and Supplies</b>		
This account records costs for miscellaneous materials and supplies.		2,000
<b>52111 Office Supplies</b>		
This account records costs of operational supplies.		3,000
<b>52141 Minor Equipment/Small Tools</b>		
This account records costs for small tools/instruments used for maintenance activities under \$5,000.		10,000
<b>52142 Computer Equip/Accessories</b>		
This account records the cost of computer hardware.		500
<b>52143 Computer Software/Licensing Fees</b>		
This account records the cost of software.		10,000
<b>52191 Utilities</b>		
This account records costs for water at the Agency's facilities,		15,000
<b>52193 Utilities-Power</b>		
This account records costs for gas and electric at the Agency's facilities.		150,000

**Character Title:** Other Charges **Character No.:** 54010-33050200-53

<b>53103 Interest on LT Debt</b>		
This account reflects the interest expense on the loan to purchase the O&M facility at 204 Concourse and 1315 Airport.		68,658
<b>53402 Depreciation Expense</b>		
This account records costs for depreciation of the Agency's administrative offices and maintenance facilities at the Airport Treatment Plant. No cash expenditure of funds is made.		1,151,000

**FY 2020-21 BUDGET**  
**CHARACTER JUSTIFICATION**

**Department - Division:** Sonoma County Water Agency - Internal Service Fund  
**Section Title:** Facilities Fund

**Character Title:** Fixed Assets **Character No.:** 54010-33050200-19

**19831 CIP - Bldg & Impr**

This account records costs for the Agency Capital Improvement Projects listed below.

<u>FY 20/21 Projects:</u>	<u>Project No.</u>	<u>Amount</u>
404 Aviation HVAC Replacement	Y0039	\$ 948,022
404 Office Renovations		500,000
Airport Storage Building and Sea Grant Offices	Y0037	1,000,000
		<u>\$ 2,448,022</u>

**Character Title:** Administrative Control Acct **Character No.:** 54010-33050200-59

**59002 Advances**

This account reflects the loan to the Airport-Larkfield-Wikiup Sanitation Zone for the Larkfield Estates Sewer Project. Payments on the loan from the Zone or the General Fund will be made to the Facilities Fund as funds are available. In order to avoid financial impacts to Sonoma Water's enterprise funds, Facilities Fund rent will not be increased to cover the expenses of the Zone's Larkfield Estate's Project.

While no repayments are scheduled or currently budgeted in FY20-21, Management may decide to make repayments if excess funds are available at year end. Management will review Long Range Financial Plans annually to evaluate repayment options. Management's goal is to repay the facilities Fund within 10 years if possible.

Original Amount of the Loan: \$ 5,900,000

**59003 Advances Clearing**

This is the clearing account for account 59002, Advances.

**59004 Admin Control Acct**

This account reflects the principal payments due on the outstanding loans for the purchase of facilities in the Airport Business Park. Payments are based on the loan amortization schedules.

The following reflects the principal payment history to date:  
O&M facility 204 Concourse - payments began March 23, 2009 and will continue semi-annually until September 2023.

Original Amount of the Loan:	\$ 5,835,000
Total FY 08-09 through FY 19-20 Principal Payments:	(4,123,744)
FY 20-21 Principal Payment:	<u>(463,216)</u>
Outstanding Loan Amount	\$ 1,248,040

**59005 Admin Control Acct-Clearing**

This is the clearing account for account 59004 Principal.

**FY 2020-21 BUDGET**  
**FACILITY MAINTENANCE PROJECTS**

**Internal Service Fund - Facilities**

**Accounts: 51061 & 51917**

<u>Location</u>	<u>Project</u>	<u>Amount</u>
<b>404 Aviation:</b>		
Parking Lot and driveways	Electrical Vehicle Chargers	
Parking Lots and Driveways	Trash and Recycling Enclosure	25,000
Grounds and Landscaping	Sprinkler Improvements	1,500
HVAC system	Assessment	
HVAC Air	Replace system	700,000
HVAC Controls	Modernize HVAC controls	100,000
HVAC Ducting	Inspect every 3 years	
HVAC damper controls	Replace with current technology	50,000
HVAC General	Overall condition assessment 3 to 5 years	
Electrical Distribution System	Install standby diesel generator for IT	125,000
Electrical Distribution System	Routine Maintenance	
Electrical Distribution System	Electrical Distribution maintenance	
Lighting Exterior	Replace LED fixtures	50,000
Lighting Interior	Remove T12 fluorescent, install LED	200,000
Office Furniture and Fixtures	Routine replacement as needed	45,000
ADA Compliance	Routine as required by reg's.	
Building Energy Efficiency	Energy audit and improvements	
Building Water Efficiency	Water audit and leak check	
Interior Floors	Carpet replacement	
Interior walls	Paint as needed	
Interior ceilings	Replace drop tiles as needed 2 to 4 years	
Access Controls	Modernize every 5 to 7 years	
Security - cameras, wiring,	Modernize every 5 to 7 years	
Kitchens	Modernize every 10 years	
Bathrooms	Modernize every 10 years	
Plumbing	Routine repairs as building ages	
Windows	Evaluate / model building energy profile	10,000
Doors	Assess, adjust, and routine maintenance	3,000
Roof	Assess roof condition routine 5 to7 years	
		<b><u>\$1,309,500</u></b>
<b>204 Concourse:</b>		
Parking Lot and driveways	Access gate maintenance routine	1,000
Parking Lot and driveways	Reconfigure parking lot/fences	65,000
Parking Lot and driveways	Electrical Vehicle Chargers	
Grounds and Landscaping	Sprinkler Improvements	1,000
HVAC Heat Pumps	Maintenance	
HVAC Controls	Modernize HVAC SCADA and damper controls	
HVAC ground water heat exchange loops	Chemical feed system	1,000
HVAC Ducting	Inspect every 3 years	
HVAC General	Overall condition assessment 3 to 5 years	
Ice Machines	Maintenance	10,000
Ice Machines	Replacement every 7 to 10 years	
Electrical Distribution System	Generator Maintenance Routine	5,000
Electrical Distribution System	Electrical Distribution maintenance	3,500
Lighting Exterior	Replace LED fixtures	
Lighting Interior	Remove T12 fluorescent, install LED	
Office Furniture and Fixtures	Routine replacement as needed	
ADA Compliance	Routine as required by reg's.	
Building Energy Efficiency	Energy audit and improvements	
Building Water Efficiency	Water audit and leak check	
Interior Floors	Carpet replacement	
Interior walls	Paint as needed	
Interior ceilings	Replace drop tiles as needed 2 to 4 years	

**FY 2020-21 BUDGET**  
**FACILITY MAINTENANCE PROJECTS**

**Internal Service Fund - Facilities**

**Accounts: 51061 & 51917**

<u>Location</u>	<u>Project</u>	<u>Amount</u>
<b>204 Concourse (continued):</b>		
Access Controls	Modernize every 5 to 7 years	50,000
Security	Modernize every 5 to 7 years	
Kitchen	Modernize every 10 years	
Bathrooms	Modernize every 10 years	
Plumbing	Routine repairs as building ages	
Wastewater system	Lift Station maint.	
Windows	Evaluate high efficiency windows	
Doors	Assess, adjust, and routine maintenance	2,000
Roof	Assess roof condition routine 5 to7 years	
Lab Equipment	IW Lab	
		<hr/> <b>\$138,500</b>
<b>800 Airport:</b>		
Parking Lot and driveways	Access gate maintenance routine	1,000
Parking Lot and driveways	Replace inside fencing at fill station	
Parking Lot and driveways	Electrical Vehicle Chargers	
Parking Lot and driveways	Pave Employee lot	
Parking Lot and driveways	Dust Control application	6,500
Grounds and Landscaping	Sprinkler Improvements	
HVAC Controls	Modernize HVAC	
HVAC Ducting	Inspect every 3 years	
HVAC General	Overall condition assessment 3 to 5 years	
Ice Machines	Maintenance	3,000
Ice Machines	Replacement every 7 to 10 years	
Electrical Distribution System	Generator Maintenance Routine	1,000
Electrical Distribution System	Electrical Distribution maintenance	
Lighting Exterior	Replace LED fixtures	
Lighting Interior	Remove T12 fluorescent, install LED	
Office Furniture and Fixtures	Routine replacement as needed	
ADA Compliance	Routine as required by reg's.	
Building Energy Efficiency	Energy audit and improvements	
Building Water Efficiency	Water audit and leak check	
Interior Floors	Assessment	
Interior walls	Paint as needed	
Interior ceilings	Replace drop tiles as needed 2 to 4 years	
Access Controls	Modernize every 5 to 7 years	50,000
Security	Modernize every 5 to 7 years	
Kitchen	Modernize every 10 years	
Bathrooms	Modernize every 10 years	10,000
Plumbing	Routine repairs as building ages	
Doors	Assess, adjust, and routine maintenance	2,000
Roof	Assess roof condition routine 5 to7 years	
		<hr/> <b>\$73,500</b>
<b>806 Airport:</b>		
Parking Lot and driveways	Access gate maintenance routine	
Parking Lot and driveways	Replace inside fencing at fill station	
Parking Lot and driveways	Electrical Vehicle Chargers	
Parking Lot and driveways	Pave Employee lot	
Parking Lot and driveways	Dust Control application	
Grounds and Landscaping	Sprinkler Improvements	
HVAC Controls	Modernize HVAC	
HVAC Ducting	Inspect every 3 years	
HVAC General	Overall condition assessment 3 to 5 years	

**FY 2020-21 BUDGET**  
**FACILITY MAINTENANCE PROJECTS**

**Internal Service Fund - Facilities**

**Accounts: 51061 & 51917**

<u>Location</u>	<u>Project</u>	<u>Amount</u>
<b>806 Airport (continued):</b>		
Ice Machines	Maintenance	3,000
Ice Machines	Replacement every 7 to 10 years	
Electrical Distribution System	Electrical Distribution maintenance	
Lighting Interior	Remove T12 fluorescent, install LED	
Office Furniture and Fixtures	Routine replacement as needed	
Shower Room/Uniform Room	Replace lockers	
ADA Compliance	Routine as required by reg's.	
Building Energy Efficiency	Energy audit and improvements	
Building Water Efficiency	Water audit and leak check	
Interior Floors	Assessment	
Interior walls	Paint as needed	
Interior ceilings	Replace drop tiles as needed 2 to 4 years	
Access Controls	Modernize every 5 to 7 years	50,000
Security	Modernize every 5 to 7 years	
Kitchen	Modernize every 10 years	
Bathrooms	Modernize every 10 years	
Plumbing	Routine repairs as building ages	
Doors	Assess, adjust, and routine maintenance	2,000
Roof	Assess roof condition routine 5 to 7 years	
		<hr/> <b>\$55,000</b>
<b>Westside Education Center:</b>		
Parking Lot and driveways	Access gate maintenance routine	2,000
Parking Lot and driveways	Electrical Vehicle Chargers	
Parking Lot and driveways	Pave Parking lot	
Grounds and Landscaping	Sprinkler Improvements	1,000
HVAC Controls	Modernize HVAC	
HVAC Ducting	Inspect every 3 years	
HVAC General	Overall condition assessment 3 to 5 years	
Electrical Distribution System	Electrical Distribution maintenance	
Office Furniture and Fixtures	Routine replacement as needed	
ADA Compliance	Routine as required by reg's.	
Building Energy Efficiency	Energy audit and improvements	
Building Water Efficiency	Water audit and leak check	
Interior Floors	Assessment	
Interior walls	Paint as needed	
Interior ceilings	Replace drop tiles as needed 2 to 4 years	
Access Controls	Modernize every 5 to 7 years	50,000
Security	Modernize every 5 to 7 years	
Bathrooms	Modernize every 10 years	
Plumbing	Routine repairs as building ages	5,000
Doors	Assess, adjust, and routine maintenance	2,000
Roof	Assess roof condition routine 5 to 7 years	
		<hr/> <b>\$60,000</b>
<i>Split between labor and maintenance</i>		<b>TOTAL \$1,636,500</b>

**FY 2020-21 BUDGET**  
**STATEMENT OF SPECIAL FUND ACTIVITY**

**Department:** Sonoma County Water Agency - Internal Service Fund  
**Fund:** Facilities Fund  
**Fund/Department ID:** 54010-33050200

DESCRIPTION OF FUND ACTIVITY	Actual FY 18-19	Estimated FY 19-20	Requested FY 20-21
<b>Undesignated/Unreserved <u>BEGINNING</u> Fund Balance Available for Budgeting</b> (See Detailed Components Below)	<b>\$7,260,456</b>	<b>\$6,640,706</b>	<b>\$2,285,323</b>
<b>Annual Revenues and Expenditures:</b>			
Revenues - Increase fund balance	3,280,395	3,502,281	3,777,241
Expenditures - (Decrease) fund balance	(3,177,387)	(3,701,449)	(5,679,647)
<b>Net Surplus or Deficit - Increase/(Decrease) to fund balance</b>	<b>103,008</b>	<b>(199,168)</b>	<b>(1,902,406)</b>
<b>Adjustments to Reserves/Encumbrances:</b>			
Outstanding Encumbrance - Net Change	(65,459)	-	-
Principal-Capital Lease	(443,922)	(463,215)	(483,348)
Advance to ALW for Larkfield Estates Sewer	(1,215,000)	(4,852,000)	-
Change in Prepaid Expense	(55)	-	-
Unrealized Gain/Loss	(116,616)	-	-
Accrual of Principal Received - Interfund Loan	-	30,000	28,000
Capital Interest	1	-	-
Depreciation	1,118,294	1,129,000	1,151,000
<b>Net Adjustment - Increase/(Decrease) to Fund Balance</b>	<b>(722,757)</b>	<b>(4,156,215)</b>	<b>695,652</b>
<b>Undesignated/Unreserved <u>ENDING</u> Fund Balance Available for Budgeting</b>	<b>\$6,640,706</b>	<b>\$2,285,323</b>	<b>\$1,078,569</b>
<b>Target Fund Balance</b>	<b>\$470,280</b>	<b>\$463,624</b>	<b>\$502,992</b>
<i>Over/(Under) Target Fund Balance</i>	<i>\$6,170,426</i>	<i>\$1,821,699</i>	<i>\$575,578</i>
<b>Total Increase/(Decrease) in Fund Balance for Fiscal Year</b> <i>(Difference between Beginning and Ending Balance)</i>	<b>(\$619,750)</b>	<b>(\$4,355,383)</b>	<b>(\$1,206,754)</b>
<b><u>Fund Balance Components at Beginning of FY</u></b>	<b>7/1/18</b>	<b>7/1/19</b>	
Cash	\$7,806,246	\$7,300,069	
Due from Federal AR	26,003	-	
Interest Payable	(30,098)	(25,136)	
Capital Lease Payable	(425,431)	(443,922)	
Prepaid Expense	273	-	
Vouchers Payable	(47,299)	(54,608)	
Accounts Payable	-	(1,000)	
Encumbrances	(69,238)	(134,697)	
<b>Total Beginning Fund Balance</b>	<b>\$7,260,456</b>	<b>\$6,640,706</b>	

**FY 2020-21 BUDGET**  
**SUMMARY OF REVENUES AND EXPENDITURES**

Fund: **POWER RESOURCES**  
Fund/Department ID: **54015                      33050300**

Account No. and Title	Adopted 2019-20	Requested 2020-21	Difference	Percent Change
<b>REVENUES:</b>				
<b><u>USE OF MONEY</u></b>				
44002 Interest on Pooled Cash	\$56,700	\$61,800	\$5,100	8.99%
<b>Subtotal Use of Money</b>	<b>\$56,700</b>	<b>\$61,800</b>	<b>\$5,100</b>	<b>8.99%</b>
<b><u>MISCELLANEOUS REVENUE</u></b>				
45314 Sale-Power	\$4,541,000	\$5,330,000	\$789,000	17.38%
<b>Subtotal Miscellaneous Revenue</b>	<b>\$4,541,000</b>	<b>\$5,330,000</b>	<b>\$789,000</b>	<b>17.38%</b>
<b>TOTAL REVENUES</b>	<b>\$4,597,700</b>	<b>\$5,391,800</b>	<b>\$789,000</b>	<b>17.16%</b>
<b>EXPENDITURES:</b>				
<b><u>SERVICES AND SUPPLIES</u></b>				
51061 Maintenance - Equipment	\$50,000	\$25,000	(\$25,000)	(50.00%)
51211 County Counsel - Legal Advice	1,000	2,000	1,000	100.00%
51421 Rents and Leases - Bldg/Land	50,000	62,000	12,000	24.00%
51602 Business Travel/Mileage	500	500	-	0.00%
51605 Private Car Expense	100	100	-	0.00%
51803 Other Contract Services	60,000	260,000	200,000	333.33%
51917 District Operations Charges	144,200	427,691	283,491	196.60%
51921 Equipment Usage Charges	3,610	4,000	390	10.80%
52193 Utilities - Electric	3,400,000	4,000,000	600,000	17.65%
<b>Subtotal Services and Supplies</b>	<b>3,709,410</b>	<b>4,781,291</b>	<b>\$1,071,881</b>	<b>28.90%</b>
<b><u>OTHER CHARGES</u></b>				
53103 Interest on LT Debt	\$12,272	\$2,494	(\$9,778)	(79.68%)
53402 Depreciation Expense	440,000	440,000	-	0.00%
<b>Subtotal Other Charges</b>	<b>\$452,272</b>	<b>\$442,494</b>	<b>(\$9,778)</b>	<b>(2.16%)</b>
<b><u>ADMIN CONTROL</u></b>				
59004 Administrative Control Account	\$237,226	\$122,255	(\$114,971)	(48.46%)
59005 Admin Control Acct Clearing	(237,226)	(122,255)	114,971	(48.46%)
<b>Subtotal Admin Control</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,161,682</b>	<b>\$5,223,785</b>	<b>\$1,062,103</b>	<b>25.52%</b>
<b>TOTAL NET COST</b> <i>(Expenditures Minus Revenues)</i>	<b>(\$436,018)</b>	<b>(\$168,015)</b>	<b>\$268,003</b>	<b>(61.47%)</b>

**FY 2020-21 BUDGET**  
**CHARACTER JUSTIFICATION**

**Department - Division:** Sonoma County Water Agency - Internal Service Fund  
**Section Title:** Power Resources

**Character Title:** Use of Money and Property **Character No.:** 54015-33050300-44

**44002 Interest on Pooled Cash**

This account records interest on pooled cash held for the Agency by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.

Estimated Average Cash Balance	\$3,000,000
Projected Interest Rate	<u>2.06%</u>
Projected/Planned Interest on Pooled Cash	\$61,800

**Character Title:** Miscellaneous Revenue **Character No.:** 54015-33050300-45

**45314 Sale-Power**

This account records the revenue received from the sale of power to other entities. \$ 5,330,000

**Character Title:** Services and Supplies **Character No.:** 54015-33050300-51/52

**51061 Maintenance - Equipment**

This account records costs for parts and various supplies necessary to maintain and repair Agency equipment. \$ 25,000

**51211 Legal Services**

This account reflects the estimated cost of legal services to be provided by County Counsel and outside legal counsel. 2,000

**51421 Rents/Leases-Bldgs/Imp**

This account records costs for the rental of land for photovoltaic systems. 62,000

**51602 Business Travel/Mileage**

This account records the cost of travel expenses to meetings by Agency staff. 500

**51605 Private Car Expense**

Private Car Expense is reimbursed to employees for the use of their private vehicles. 100

**51803 Other Contract Services**

This account records expenses for outside contract services. 260,000

<u>FY 20/21 Planned Contract Services:</u>	<u>Project No.</u>	<u>Amount</u>
404 Aviation Solar Inverter Replacement	10010	260,000
404 Aviation and 204 Backup Power (Office Resiliency)	10001	-

**51917 District Operations Charges**

This account records expenses for salary and overhead for assigned staff. 427,691

<u>FY 20/21 Planned Staff Work:</u>	<u>Project No.</u>	<u>Amount</u>
404 Aviation Solar Inverter Replacement	10010	163,542
Airport Treatment Plant - Solar Inverter Replacement	10011	54,149
404 Aviation and 204 Backup Power (Office Resiliency)	10001	100,000

**51921 Equipment Usage Charges**

This account records the cost for equipment usage. 4,000

**52193 Utilities-Power**

This account records the cost to purchase power from PG&E and the Power Water Resources Pooling Authority (PWRPA). 4,000,000

**FY 2020-21 BUDGET**  
**CHARACTER JUSTIFICATION**

Department - Division: **Sonoma County Water Agency - Internal Service Fund**

Section Title: **Power Resources**

Character Title: **Other Charges**

Character No.: **54015-33050300-53**

**53103 Interest on LT Debt**

This account reflects the interest payments on the capital leases for the construction of photovoltaic facilities and on advances from other Agency's fund for the purchase of photovoltaic facilities. The amount requested is based on the lease amortization schedules. \$ 2,494

**53402 Depreciation Expense**

Generally Accepted Accounting Principles require that depreciation be expensed each year. 440,000

Character Title: **Administrative Control Account**

Character No.: **54015-33050300-59**

**59004 Admin Control Acct**

This account reflects the principal payments due on the outstanding advances for the acquisition of power assets. Payments are based on the amortization schedules.

This account also reflects an advance from the Agency's General Fund (\$2,898,836).

Advances from the Agency General Fund to pay for electrical power assets and pay debts - 17 years beginning FY15-16.

Original Amount of the Advances :	\$2,898,836
Total FY 15-16 Payment: Through FY 19-20 Principle Payment	(805,832)
FY 20-21 Principal Payment:	(122,255)
	\$1,970,749

**59005 Admin Control Acct-Clearing**

This is the clearing account for 59004 Principal.

Character Title: **Fixed Assets**

Character No.: **54015-33050300-19**

**19832 CIP Infrastructure**

Solar PV Assets replacement See account 51803 - not capital in FY20-21

**FY 2020-21 BUDGET**  
**STATEMENT OF SPECIAL FUND ACTIVITY**

**Department:** Sonoma County Water Agency - Internal Service Fund

**Fund:** Power Resources Fund

**Fund/Department ID:** 54015-33050300

DESCRIPTION OF FUND ACTIVITY	Actual FY 18-19	Estimated FY 19-20	Requested FY 20-21
<b>Undesignated/Unreserved <u>BEGINNING</u> Fund Balance</b>			
<b>Available for Budgeting</b> (See Detailed Components Below)	<b>\$4,385,076</b>	<b>\$678,800</b>	<b>\$507,910</b>
<b>Annual Revenues and Expenditures:</b>			
Revenues - Increase fund balance	3,410,263	4,609,452	5,391,800
Expenditures - (Decrease) fund balance	(4,991,094)	(5,098,088)	(5,223,785)
<b>Net Surplus or Deficit</b> - Increase/(Decrease) to fund balance	(1,580,831)	(488,636)	168,015
<b>Adjustments to Reserves/Encumbrances:</b>			
Principal Payment - Photovoltaic Leases	(\$237,226)	(122,254)	-
Change in Encumbrances	(9,249)		-
Change in Prepaid Expense	(5,473)		
Depreciation	434,922	440,000	440,000
Unrealized Gain/Loss	(34,211)	-	-
Other Long Term Assets	(57,450)	-	-
Early Payoff of Interfund Loan	(2,216,757)		
Rounding	(1)	-	-
<b>Net Adjustment</b> - Increase/(Decrease) to Fund Balance	(2,125,445)	317,746	440,000
<b>Undesignated/Unreserved <u>ENDING</u> Fund Balance</b>			
<b>Available for Budgeting</b>	<b>\$678,800</b>	<b>\$507,910</b>	<b>\$1,115,925</b>
<b>Target Fund Balance</b>	<b>\$1,123,849</b>	<b>\$1,161,104</b>	<b>\$1,195,323</b>
<i>Over/(Under) Target Fund Balance</i>	(\$445,049)	(\$653,194)	(\$79,397)
<b>Total Increase/(Decrease) in Fund Balance for Fiscal Year</b> <i>(Difference between Beginning and Ending Balance)</i>	<b>(\$3,706,276)</b>	<b>(\$170,890)</b>	<b>\$608,015</b>
<b><u>Fund Balance Components at Beginning of FY</u></b>	<b>7/1/18</b>	<b>7/1/19</b>	
Cash	\$5,100,151	\$1,728,919	
Pre-Paid Expense	-	-	
Deposits with Others	753,746	753,746	
Vouchers Payable	(367,044)	(793,698)	
Accounts Payable	(50,932)	(113,526)	
Unearned Revenue	(332,421)	(332,421)	
Interest Payable	(5,991)	(3,667)	
Other current liabilities	(131,657)	(131,657)	
Retention Payable	(6,929)	(6,929)	
Capital Lease Payable	(227,835)	(237,226)	
Advance Payable	(170,520)	-	
Encumbrance	(175,492)	(184,741)	
<b>Total Beginning Fund Balance</b>	<b>\$4,385,076</b>	<b>\$678,800</b>	