# FY 2021-22 BUDGET BUDGET SECTION SUMMARY

Section Title:	SOUTH PARK COUNTY SANITATION DISTRICT

# A. Program Description

This budget finances administration of a collection system and pumping stations which serve the South Park area. Raw sewage is transported to the City of Santa Rosa (City) for treatment and disposal. Treatment and disposal are covered by an agreement between the two entities.

## **B. Financial Summary**

	GROS	GROSS EXPENDITURES			NET COST/USE OF FUND BALANCE			
	FY 20-21	FY 21-22	Percent	FY 20-21	FY 21-22	Percent		
Section	Adopted	Requested	Change	Adopted	Requested	Change		
Operations	\$8,440,378	\$4,961,428	(41.22%)	\$4,046,915	\$562,933	(86.09%)		
Revenue Bonds	\$43,370	\$39,043	(9.98%)	(\$173,398)	(\$177,885)	2.59%		
Construction	\$375,000	\$700,000	86.67%	(\$4,675,800)	(\$799,900)	82.89%		
TOTAL:	\$8,858,748	\$5,700,471	(35.65%)	(\$802,283)	(\$414,852)	(48.29%)		

## C. Staffing Summary

No staffing is allocated to this index.

## D. Workload Summary

					Change from
		FY 20-21	FY 20-21		FY 20-21
	FY 19-20	Budget	Revised	FY 21-22	Budget
Workload Indicator	Actual	Estimate	Estimate	Projected	Estimate
TOTAL ESDs	4,281	4,313	4,308	4,318	0.12%
TOTAL APNs	2,112	2,126	2,121	2,131	0.24%

# E. Summary of Issues and Significant Changes

The requested rate per equivalent single family dwelling (ESD) for FY 21-22 annual service charges is \$1,074, representing a 3.5% increase from FY 20-21. Annual sewer service charge revenue, adjusted for the anticipated number of ESDs and an estimated delinquency factor.

The South Park County Sanitation District (District) provides service to the South Park area using a gravity collection system. Wastewater from the District is treated and disposed of by the City at the Laguna Subregional Treatment Plant on Llano Road. In July of 1996, the City accepted responsibility, under contract, for the operation and routine maintenance of the collection system.

An agreement between the City and District was executed in 2012 relating to: (1) the possible eventual dissolution of the District and transfer of the facilities to the City, (2) the District's debt payment obligations, and potential origination of new debt, (3) District infrastructure improvements which are currently planned or may be planned in the future, (4) issues related to Clean Up and Abatement Order No. R1-2007-0040 from the North Coast Regional Water Quality Control Board, (5) the changeover of billings and collections, and (6) the responsibilities related to operation and maintenance of the District facilities.

# FY 2021-22 BUDGET BUDGET SECTION SUMMARY

## E. Summary of Issues and Significant Changes (continued)

On December 22, 1998 the NCRWQCB released a draft Cleanup and Abatement Order (CAO) for halogenated volatile compounds (HVOC) found in soil and groundwater in the vicinity of Sebastopol Road and West Avenue in the District's service area. The draft CAO specified that HVOCs found in the soil and groundwater are the result of the discharge of these chemicals from dry cleaning operations into the District's collection system. The draft CAO further specifies that the HVOCs subsequently leaked from the collection system to adjacent soil and groundwater. Potential costs for investigation, remediation, and legal work related to the draft CAO are substantial (\$2-10 million). The District, County of Sonoma, and NCRWQCB continue to work cooperatively to deal with this issue.

# F. Summary of Reduction Options

No reduction options are proposed.

### G. Attachments

- Summary of Revenues and Expenditures
- Character Justification
- Statement of Special Fund Activity

Fund: SOUTH PARK CSD - OPERATIONS

Fund/Department ID: 43401-33090100

Account No. and Title	Adopted 2020-21	Requested 2021-22	Difference	Percent Change
REVENUES:				
TAXES				
40003 Direct Charges-CY	\$4,201,526	\$4,247,315	\$45,789	1.09%
40202 Direct Charges - PY	37,000	37,000	0	0.00%
40999 Penalties/Costs on Taxes	9,000	9,000	0	0.00%
Subtotal Taxes	\$4,247,526	\$4,293,315	\$45,789	1.08%
USE OF MONEY				
44002 Interest on Pooled Cash	\$41,200	\$30,000	(\$11,200)	(27.18%)
Subtotal Use of Money	\$41,200	\$30,000	(\$11,200)	(27.18%)
CHARGES FOR SERVICES				
45221 Sewer/Water Usage Fee	\$104,737	\$75,180	(\$29,557)	(28.22%)
Subtotal Charges for Services	\$104,737	\$75,180	(\$29,557)	(28.22%)
TOTAL REVENUES	\$4,393,463	\$4,398,495	\$5,032	0.11%
EXPENDITURES:				
<u>SERVICES AND SUPPLIES</u> 51061 Maintenance - Equipment	\$0	\$0	\$0	N/A
51201 Administration Costs	35,000	36,300	1.300	3.71%
51206 Accounting/Auditing Services	10,000	10,800	800	8.00%
51211 Legal Services	5,000	4,000	(1,000)	-20.00%
51241 Outside Printing & Binding	2,500	2,000	(500)	-20.00%
51244 Permits/License/Fees	4,000	2,500	(1,500)	-37.50%
51502 Sewer Capacity Charges	1,858,000	1,823,000	(35,000)	-1.88%
51803 Other Contract Services	626,600	768,500	141,900	22.65%
51916 County Services	2,000	1,700	(300)	-15.00%
51917 District Operations Chgs 51921 Equipment Usage Charges	75,000 600	87,175 525	12,175 (75)	16.23% (12.50%)
Subtotal Services and Supplies	\$2,618,700	\$2,736,500	\$117,800	4.50%
OTHER CHARGES				
53402 Depreciation Expense	\$603,000	\$555,000	(\$48,000)	(7.96%)
Subtotal Other Charges	\$603,000	\$555,000	(\$48,000)	(7.96%)
OTHER FINANCING USES				
57011 Transfers out-within a Fund	\$5,213,678	\$1,664,928	(\$3,548,750)	(68.07%)
Subtotal Other Financing Uses	\$5,213,678	\$1,664,928	(\$3,548,750)	(68.07%)

Fund: SOUTH PARK CSD - OPERATIONS

Fund/Department ID: 43401-33090100

FIXED ASSETS

19851 Intangible Assets - Non-amort	\$5,000	\$5,000	\$0	0.00%
Subtotal Fixed Assets	\$5,000	\$5,000	\$0	0.00%

TOTAL EXPENDITURES	\$8,440,378	\$4,961,428	(\$3,478,950)	(41.22%)

TOTAL NET COST	\$4,046,915	\$562,933	(\$3,483,982)	(86.09%)
(Expenditures Minus Revenues)	¥ 1,0 10,0 10	<b>,</b> ,	(40,100,000)	(0000075)

Department - Division: Sonoma County Water Agency - Sanitation

Section Title: South Park CSD - Operations

Character Title: Taxes Character No.: 43401-33090100-40

## 40003 Direct Charges - CY

Flat charge revenue from annual service charges is expected to increase from the adopted FY 20-21 budget. The rate will increase 3.5%, from \$1,037 to \$1,074.

ESDs times annual rate: 4,248 x \$1,074 \$4,562,352
Less Estimated Delinquency Factor: 5.9% (269,037)

\$4,293,315

(See account 45221 for Total ESDs)

# 40202 Direct Charges - PY

This account records the estimated delinquent amount of prior years sewer service charges.

### 40999 Penalties/Costs on Taxes

This account records penalties paid on delinquent sewer service charges.

Character Title: Use of Money Character No.: 43401-33090100-44

### 44002 Interest on Pooled Cash

This account records interest on pooled cash held for the District 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 1.00%
Projected/Planned Interest on Pooled Cash \$30,000

Character Title: Charges for Services Character No.: 43401-33090100-45

# 45221 Sewer/Water Usage Fees

This account records annual sewer service charges for entities that are invoiced, rather than collected as flat charges on the tax roll, and for new hook-ups as they occur during the year. The Sanitation Rate Ordinance requires that charges be collected at the time permits are issued. The properties are then added to the tax roll master listing and collected through account 40003, Direct Charges, the following year. Based on projected FY 21-22 ESDs, the District will experience an increase in revenue from invoiced entities. The budgeted revenue reflects an increase in the annual sewer service charge from \$1,037 to \$1,074.

ESDs x Annual Charge 70 x \$1,074 = \$75,180

Department - Division: Sonoma County Water Agency - Sanitation

Section Title: South Park CSD - Operations

Character Title: Services and Supplies Character No.: 43401-33090100-51 & 52

### 51201 Administration Costs

This account represents the 1% administration fee assessed by the County for processing collection of flat charges on the tax roll.

# 51206 Accounting/Auditing Services

This account represents the cost of accounting and audit services provided by an outside certified public accounting service.

## 51211 Legal Services

This account provides funds for the estimated cost of legal services to be provided by County Counsel, or outside legal services, as required.

## 51241 Outside Printing & Binding

This account covers the costs of outside printing services.

## 51244 Permits/License/Fees

This account records the cost of all permits.

### 51502 Sewer Capacity Charges

South Park CSD participates with the cities of Santa Rosa, Rohnert Park, Cotati and Sebastopol in the Santa Rosa Subregional Sewage System. Santa Rosa provides the treatment for raw sewage for the other participating entities. This payment, required by agreement, is South Park's share (based on capacity needs) of the cost of operations and improvements to the subregional facilities and the bonds used to finance them. Prior to the annexation of the Roseland area of South Park by the City of Santa Rosa, the South Park CSD's sewer capacity charge was based on a capacity in the Subregional Wastewater Treatment Plant of 700,000 gallons per day.

#### 51803 Other Contract Services

This account reflects the cost for various outside services which include:

# Planned Projects Include:

City of Santa Rosa - Annual Collection System Maintenance	\$603,000
TPW Construction-related Services	60,000
Agreement (Document Transfer of Control)	75,000
Multi-Year Agreements (audit)	10,500
Miscellaneous non-routine work	20,000
	\$768.500

## 51916 County Services

This account records the expense for special district accounting services.

### 51917 District Operations

This account is used primarily to record staff time associated with maintaining the sanitation master user listing for the District, as well as management and administrative time associated with negotiating and administering agreements with the City.

## 51921 Equipment Usage Charges

This account provides funds for equipment usage.

**Department - Division: Sonoma County Water Agency - Sanitation** 

Section Title: South Park CSD - Operations

Character Title: Other Charges Character No.: 43401-33090100-53

53402 Depreciation

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

Character Title: Fixed Assets Character No.: 43401-33090100-19

19851 Intangible Assets - Non-amort

This account records sewer easement dedications.

Character Title: Other Financing Uses Character No.: 43401-33090100-57

### 57011 Transfers out-within a Fund

This account reflects the transfer of cash from the Operations Fund to the 2000 Revenue Bond Fund necessary to satisfy the annual debt service payment on the bonds \$214,928. The amount to be transferred is determined from the debt service schedule for the bonds. In addition, \$1,450,000 will be transferred to the Construction Fund for planned capital projects.

# FY 2021-22 BUDGET STATEMENT OF SPECIAL FUND ACTIVITY

Department: Sonoma County Water Agency - Sanitation

Fund: South Park CSD - Operations

Fund/Department ID: 43401-33090100

	Actual	Estimated	Requested
DESCRIPTION OF FUND ACTIVITY	FY 19-20	FY 20-21	FY 21-22
Undesignated/Unreserved <u>BEGINNING</u> Retained Earnings			
Available for Budgeting (See Detailed Components Below)	\$5,617,773	\$6,693,025	\$3,162,373
Annual Revenues and Expenditures:			
Revenues - Increase retained earnings	4,208,831	\$4,363,726	\$4,398,495
Expenditures - (Decrease) retained earnings	(3,684,814)	(\$8,497,378)	(\$4,961,428)
Net Surplus or Deficit - Inc/(Dec) to retained earnings	524,016	(4,133,652)	(562,933)
Adjustments to Reserves/Encumbrances:			
Depreciation Expense	531,074	603,000	555,000
Unrealized Gain/loss	6,324	-	-
Pollution Remediation Obligation	27,440		
Post Audit Adjustment	(13,600)		
Change In Encumbrances	-		<u>-</u>
Net Adjustment - Increase/(Decrease) to Retained Earnings	551,238	603,000	555,000
Undesignated/Unreserved ENDING Retained Earnings			
Available for Budgeting	\$6,693,025	\$3,162,373	\$3,154,440
Target Fund Balance	\$1,210,273	\$1,307,850	\$1,368,250
Over/(Under) Target Fund Balance	\$5,482,752	\$1,854,523	\$1,786,190
Total Increase/(Decrease) in Retained Earnings for Fiscal Year			
(Difference between Beginning and Ending Balance)	\$1,075,252	(\$3,530,652)	(\$7,933)
Retained Earnings Components at Beginning of FY	7/1/2019	7/1/2020	
Cash	\$5,671,304	\$6,552,113	
Accounts Receivable - AR Module	\$46,389	\$34,728	
Other Receivables	109,569	120,412	
Vouchers Payable	(186,852)	(628)	
Accounts Payable	(22,637)	· ,	
Contract Retention Payable	- -	-	
Advances Payable	-	(13,600)	
Encumbrances	-	· ,	
Total Beginning Retained Earnings	\$5,617,773	\$6,693,025	

Fund: SOUTH PARK CSD - CONSTRUCTION

Fund/Department ID: 43402-33090200

Account No. and Title	Adopted 2020-21	Requested 2021-22	Difference	Percent Change
REVENUES:				<u> </u>
USE OF MONEY				
44002 Interest on Pooled Cash	\$41,200	\$40,000	(\$1,200)	(2.91%)
Subtotal Use of Money	\$41,200	\$40,000	(\$1,200)	(2.91%)
MISCELLANEOUS REVENUE				
46024 Connection Fees	\$9,600	\$9,900	\$300	3.13%
Subtotal Miscellaneous Revenue	\$9,600	\$9,900	\$300	3.13%
OTHER FINANCING SOURCES				
47101 Transfers In -within a Fund	\$5,000,000	\$1,450,000	(\$3,550,000)	(71.00%)
Subtotal Other Financing Sources	\$5,000,000	\$1,450,000	(\$3,550,000)	(71.00%)
TOTAL REVENUES	\$5,050,800	\$1,499,900	(\$3,550,900)	(70.30%)
EXPENDITURES:				
FIXED ASSETS				
19832 CIP - Infrastructure	\$375,000	\$700,000	\$325,000	86.67%
Subtotal Fixed Assets	\$375,000	\$700,000	\$325,000	86.67%
TOTAL EXPENDITURES	\$375,000	\$700,000	\$325,000	86.67%
TOTAL NET COST (Expenditures Minus Revenues)	(\$4,675,800)	(\$799,900)	\$3,875,900	82.89%

**Department - Division: Sonoma County Water Agency - Sanitation** 

Section Title: South Park CSD - Construction

Character Title: Use of Money Character No.: 43402-33090200-44

### 44002 Interest on Pooled Cash

This account records interest on pooled cash held for the District 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 1.00%

Projected/Planned Interest on Pooled Cash \$40,000

The fund balance remaining in the Construction Fund is expected to be reduced as a result of work required to be completed prior to dissolution of the District.

Character Title: Miscellaneous Revenue Character No.: 43402-33090200-46

### 46024 Connection Fees

This account reflects the anticipated connection fees for new users in FY 21-22.

Character Title: Other Financing Sources Character No.: 43402-33090200-47

## 47101 Transfers In-within a Fund

This account reflects the transfer of cash from the Operations Fund to the Construction Fund to finance the Capital Replacement Program. Budgeted amount for FY 21-22 is \$1,450,000.

Character Title: Fixed Assets Character No.: 43402-33090200-19

### 19832 CIP-Infrastructure

This account is used for expenses associated with facility improvement or expansion.

Project No. Amount

Santa Rosa Ave Sewers -Todd to E. Robles TBD \$700,000

# FY 2021-22 BUDGET STATEMENT OF SPECIAL FUND ACTIVITY

Department: Sonoma County Water Agency - Sanitation

Fund: South Park CSD - Construction

Fund/Department ID: 43402-33090200

	Actual	Estimated	Requested
DESCRIPTION OF FUND ACTIVITY	FY 19-20	FY 20-21	FY 21-22
Undesignated/Unreserved <u>BEGINNING</u> Retained Earnings			
Available for Budgeting (See Detailed Components Below)	\$2,002,358	\$2,673,893	\$7,366,093
Annual Revenues and Expenditures:			
Revenues - Increase retained earnings	595,283	5,067,200	1,499,900
Expenditures - (Decrease) retained earnings	(29,808)	(375,000)	(700,000)
Net Surplus or Deficit - Inc/(Dec) to retained earnings	565,475	4,692,200	799,900
Adjustments to Reserves/Encumbrances:			
Change in Encumbrance	84,388	-	-
Unrealized Gain/loss	8,073	-	-
Post Audit Adjustment	13,600	-	-
Net Adjustment - Inc/(Dec) to Retained Earnings	106,061	-	-
Undesignated/Unreserved <u>ENDING</u> Retained Earnings			
Available for Budgeting	\$2,673,894	\$7,366,093	\$8,165,993
Total Increase/(Decrease) in Retained Earnings for Fiscal Year			
(Difference between Beginning and Ending Balance)	\$671,536	\$4,692,200	\$799,900
Retained Earnings Components at Beginning of FY	7/1/2019	7/1/2020	
Cash	\$2,448,976	\$2,660,293	
Accounts Payable	(295,696)	-	
Due from Other Funds	-	13,600	
Retention Payable	(66,534)	-	
Encumbrance	(84,388)	-	
Total Beginning Retained Earnings	\$2,002,358	\$2,673,893	

Fund: SOUTH PARK CSD - 2005 REVENUE BONDS

Fund/Department ID: 43403-33090300

	Adopted	Requested		Percent
Account No. and Title	2020-21	2021-22	Difference	Change
REVENUES:				
USE OF MONEY	<b>#2.000</b>	<b>#0.000</b>	(\$4,000)	(25.200()
44002 Interest on Pooled Cash	\$3,090	\$2,000	(\$1,090)	(35.28%)
Subtotal Use of Money	\$3,090	\$2,000	(\$1,090)	(35.28%)
OTHER FINANCING SOURCES				
47101 Transfers In -within a Fund	\$213,678	\$214,928	\$1,250	0.58%
Subtotal Other Financing Sources	\$213,678	\$214,928	\$1,250	0.58%
TOTAL REVENUES	\$216,768	\$216,928	\$160	0.07%
EXPENDITURES:				
SERVICES & SUPPLIES				
51242 Bank Charges	\$500	\$500	\$0	0.00%
Subtotal Services & Supplies	\$500	\$500	\$0	0.00%
OTHER CHARGES				
53103 Interest on LT Debt	\$30,253	\$25,926	(\$4,327)	(14.30%)
53104 Other Interest Expense	12,617	12,617	\$0	0.00%
Subtotal Other Charges	\$42,870	\$38,543	(\$4,327)	(10.09%)
ADMIN CONTROL				
59004 Admin Control Acct	\$182,925	\$188,502	\$5,577	3.05%
59005 Admin Control Acct-Clearing	(182,925)	(188,502)	(5,577)	3.05%
Subtotal Admin Control	\$0	\$0	\$0	N/A
TOTAL EXPENSES	\$43,370	\$39,043	(\$4,327)	(9.98%)
TOTAL NET COST	(\$173,398)	(\$177,885)	(\$4,487)	2.59%
(Expenses Minus Revenues)	(ψ173,330)	(ψ177,000)	(ΨΤ,ΤΟΙ)	<b>2.</b> 33 /0

Department - Division: Sonoma County Water Agency - Sanitation Section Title: South Park CSD - 2005 Revenue Bonds

Character Title: Use of Money Character No.: 43403-33090300-44

## 44002 Interest on Pooled Cash

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

Estimated Average Cash Balance \$200,000
Projected Interest Rate 1.00%
Projected/Planned Interest on Pooled Cash \$2,000

Character Title: Other Financing Sources Character No.: 43403-33090300-47

### 47101 Transfers In-within a fund

This account will record the operating transfer from the Operations Fund necessary to meet the annual debt service requirements for the bonds.

Character Title: Services and Supplies Character No.: 43403-33090300-51

## 51242 Bank Charges

This account records the annual administrative fees from the trustee for the 2005 Revenue Bonds.

Character Title: Other Charges Character No.: 43403-33090300-53

## 53103 Interest on LT Debt

This account reflects the interest expense of the refunded 2005 Revenue Bonds. Interest on Serial Bonds range from 2.6% to 5.0%.

Character Title: Administrative Control Account Character No.: 43403-33090300-59

### 59004 Admin Control Acct

This account reflects the principal payment for the 2005 Revenue Bonds issued in early FY 05-06 to finance the Capital Replacement Program. Payments began in October 2006 and will continue until October 2026.

Original Issue \$3,250,000

Total FY 05-06 through FY 20-21 Principal Payments: (2,172,708) FY 21-22 Principal Payment: (188,502)

Outstanding Loan Amount \$888,790

## 59005 Admin Control Acct-Clearing

This is the clearing account for account 59004, Admin Control Acct.

# FY 2021-22 BUDGET STATEMENT OF SPECIAL FUND ACTIVITY

Department: Sonoma County Water Agency - Sanitation Fund: South Park CSD - 2005 Revenue Bonds

Fund/Department ID: 43403-33090300

DESCRIPTION OF FUND ACTIVITY	Actual FY 19-20	Estimated FY 20-21	Requested FY 21-22
Undesignated/Unreserved <u>BEGINNING</u> Retained Earnings			
Available for Budgeting (See Detailed Components Below)	\$235,172	\$243,926	\$241,440
Annual Revenues and Expenditures:			
Revenues - Increase retained earnings	224,449	216,768	216,928
Expenditures - (Decrease) retained earnings	(46,433)	(43,370)	(39,043)
Net Surplus or Deficit - Inc/(Dec) to retained earnings	178,016	173,398	177,885
Adjustments to Reserves/Encumbrances:			
Revenue Bonds Pay	-	-	-
Amortization of Bond Refunding	12,618	12,617	12,617
Capitalized Interest	-	-	-
Unrealized Gain/loss	1,046	-	-
Admin Control Acct (59004)	(182,924)	(188,501)	(193,704)
Net Adjustment - Inc/(Dec) to Retained Earnings	(169,260)	(175,884)	(181,087)
Undesignated/Unreserved <u>ENDING</u> Retained Earnings			
Available for Budgeting	\$243,926	\$241,440	\$238,238
Total Increase/(Decrease) in Retained Earnings for Fiscal Ye	ear		
(Difference between Beginning and Ending Balance)	\$8,753	(\$2,486)	(\$3,202)
Retained Earnings Components at Beginning of FY	7/1/2019	7/1/2020	
Cash	\$426,274	\$434,856	
Cash Restricted for Debt Services	-	-	
Cash with Fiscal Agent	-	-	
Interest Payable	(9,055)	(8,006)	
Matured Bonds Payable	(182,047)	(182,924)	
Total Beginning Retained Earnings	\$235,172	\$243,926	