



# CALAVERAS COUNTY WATER DISTRICT FINANCE COMMITTEE MEETING

## AGENDA

### OUR MISSION

Protect, enhance, and develop Calaveras County's water resources and watersheds to provide safe, reliable, and cost-effective services to our communities.

2021-2026 Strategic Plan, Adopted April 28, 2021, and can be viewed at this [link](#)

**Committee Meeting**  
**Tuesday April 16, 2024**  
**1:00 p.m.**

Calaveras County Water District  
120 Toma Court  
San Andreas, California 95249

*Board Chambers are open to the public and the following alternative is available to members of the public who wish to participate in the meeting virtually:*

### Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 239 740 414 055

Passcode: VrDH27

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[+1 323-647-8603,,528279294#](#) United States

Phone Conference ID: 528 279 294#

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at 209-754-3028. Notification in advance of the meeting will enable CCWD to make reasonable arrangements to ensure accessibility to this meeting. Any documents related to agenda items that are made available to the Board before or at the meeting shall be available for review by the public at 120 Toma Court, San Andreas, CA 95249.

## ORDER OF BUSINESS

### CALL TO ORDER / PLEDGE OF ALLEGIANCE

- PUBLIC COMMENT:** Comments limited to three minutes per person.

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### COMMITTEE MEMBERS

Cindy Secada, Director

Bertha Underhill, Director

2. **APPROVAL OF MINUTES:** For the meeting of March 19, 2024

3. **NEW BUSINESS**

- 3a Report on the Monthly Financial Reports for March 2024  
(Jeffrey Meyer, Director of Administrative Services)
- 3b Report on the FY 2023-24 Second Quarter Investment Activities  
(Jeffrey Meyer, Director of Administrative Services)
- 3c Report on the FY 2023-24 Third Quarter Investment Activities  
(Jeffrey Meyer, Director of Administrative Services)
- 3d Discussion/Direction Regarding Extending the Agreement with Richardson & Company for Auditing Services for the Fiscal Year Ending June 30, 2024  
(Jeffrey Meyer, Director of Administrative Services)
- 3e\* Tyler Implementation Update  
(Kelly Richards, Business Services Manager)
- 3f Discussion/Direction on the District's Customer Assistance Program (CAP) Enrollment and Policy  
(Kelly Richards, Business Services Manager)
- 3g\* Past Due Delinquency Process Update  
(Kelly Richards, Business Services Manager)

4. **DIRECTOR OF ADMINISTRATIVE SERVICES COMMENTS**

5. **GENERAL MANAGER COMMENTS**

6. **DIRECTOR COMMENTS AND FUTURE AGENDA ITEMS**

7. **NEXT COMMITTEE MEETING**

Tuesday May 21, 2024, at 1:00 p.m.

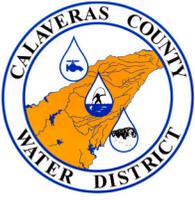
8. **ADJOURNMENT**

# Minutes



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# Minutes



**CALAVERAS COUNTY WATER DISTRICT  
FINANCE COMMITTEE MEETING**

**MINUTES  
MARCH 19, 2024**

The following Committee Members were present:

Cindy Secada	Director
Bertha Underhill	Director

Staff Present:

Michael Minkler	General Manager
Rebecca Hitchcock	Clerk to the Board
Kelly Richards	Business Services Manager
Kylie Muetterties	Accountant I
Michael Bear	Accountant II
Kate Jesus*	Human Resources Technician
Jesse Hampton*	Plant Operations Manager
Pat Burkhardt*	Construction and Maintenance Manager
Damon Wyckoff*	Director of Operations
Tiffany Burke*	Administrative Technician
Haley Airola*	Engineering Coordinator
Mark Rincon-Ibarra*	District Engineer

\*Attended virtually

Public Present: Francisco De La Cruz  
Michael Castro

**ORDER OF BUSINESS**

**CALL TO ORDER / PLEDGE OF ALLEGIANCE**

Meeting called to order at 1:00 p.m., the Pledge of Allegiance was led by Director Secada.

1. **PUBLIC COMMENT:** Public Comment was given by Kelly Richards.
2. **APPROVAL OF MINUTES:** Director Secada moved to approve the Minutes for the meeting of February 19, 2024, and Director Underhill seconded.
3. **NEW BUSINESS**
  - 3b. Update Regarding Utility Billing Due Notice & Fee  
(Kelly Richards, Business Services Manager)

**DISCUSSION:** Accounts Receivable Aging Report was requested by Director Secada. Delinquency Process stages chart requested by Director Underhill.

**PUBLIC COMMENT:** Public comment was given by Francisco de la Cruz and Michael Castro.

- 3c. Discussion on Customer Assistance Program Enrollment and Policy  
(Kelly Richards, Business Services Manager)

**DISCUSSION:** Kelly Richards presented the status of the Customer Assistance Program Enrollment and Policy and responded to the questions regarding potential changes to the policy. Director Secada requested the current fee schedule.

**PUBLIC COMMENT:** Public comment was given by Francisco de la Cruz and Michael Castro.

- 3a. Report on the Monthly Financial Reports for February 2024  
(Michael Minkler, General Manager)

**DISCUSSION:** Michael Minkler presented the Monthly Financial Reports and responded to questions from the committee.

**PUBLIC COMMENT:** Public comment was given by Francisco de la Cruz. Kelly Richards responded to questions regarding fees.

#### **4. GENERAL MANAGER COMMENTS**

Mr. Minkler had nothing to report.

#### **5. DIRECTOR COMMENTS AND FUTURE AGENDA ITEMS**

Director Secada discussed future agenda items: 1) CAP Policy edits; 2) AR Aging Report; and 3) Fee Schedule

Director Underhill reported on the committee for White Pines and park clean up.

#### **6. NEXT COMMITTEE MEETING**

Tuesday April 16, 2024, at 1:00 p.m.

#### **7. ADJOURNMENT**

With no further business, the meeting adjourned at 2:30 p.m.

Respectfully Submitted,

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Kylie Muetterties  
Accountant I

Approved:

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Michael Minkler, General Manager  
General Manager

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## March 2024 Budget Status Report

The Budget Status Report represents a standard of analysis to identify material issues with the understanding that line-item variances are normal, and the areas of concern are isolated to **Account Types** that are at least 5% over or under the benchmark. These amounts are subject to change pending the district's annual audit.

The following charts analyze the trends related to this fiscal year's revenues and operating expenses. The prior two years are presented as the Full fiscal year and the current year is presented as Actuals through the Period month. The comparison of Year-to-Date activity versus budget further identifies if there are any impending issues.

### District Operating Revenues (Water & Sewer Funds)

Operating Account Revenue Summary			Period	9	Benchmark		
Account Type	Fiscal Year	2022	2023	2024	FY 23-24 OP Budget	Remaining Balance	75% Of Budget
<b>W01-Sales &amp; Charges</b>		<b>14,172,302</b>	<b>14,531,657</b>	<b>12,973,309</b>	<b>16,804,612</b>	<b>3,831,303</b>	<b>77.20%</b>
41000-Water/Sewer Sales/Resid		13,897,854	14,296,874	12,810,587	16,448,612	3,638,025	77.88%
41010-Capital Program Charges		(0)			-	-	0.00%
41100-Irrigation Water Sales		12,750	12,675	(1,498)	11,000	12,498	-13.62%
41200-Water Sales-Fire Hydrant		172,529	185,304	134,221	200,000	65,779	67.11%
44100-Account Establishment Fees		53,445	33,446	27,362	50,000	22,638	54.72%
44110-Delinquent Account Charge		25,108	1,814	2,637	95,000	92,363	2.78%
44115-County Recording Fees			84		-	-	0.00%
44120-Termination of Services		10,616	1,460		-	-	0.00%
<b>W02-Water/Sewer Fees</b>		<b>54,599</b>	<b>53,900</b>	<b>17,550</b>	<b>30,000</b>	<b>12,450</b>	<b>58.50%</b>
44300-Install Water Meter		50,611	36,096	14,520	30,000	15,480	48.40%
48100-Concept Approval Fees		3,988	17,804	3,030	-	(3,030)	0.00%
<b>W03-Misc. Operating Revenue</b>		<b>232,887</b>	<b>272,586</b>	<b>262,698</b>	<b>162,000</b>	<b>(100,698)</b>	<b>162.16%</b>
42000-Inspection Fees		857	627	61	5,000	4,939	1.22%
44200-Backflow Certification Testing		1,077	2,933	2,611	4,000	1,389	65.28%
44500-Repair Labor/Materials		48,148	12,265	450	25,000	24,550	1.80%
44510-Reimbursable Expense		89,916	93,006	72,223	93,000	20,777	77.66%
44900-Other Water/Sewer Charges		(435)	19	50	-	(50)	0.00%
48190-Miscellaneous Operating Rev		86,160	120,800	166,923	35,000	(131,923)	476.92%
54610-Miscellaneous Income		7,164	42,936	20,380	-	(20,380)	0.00%
<b>X01-Property Tax/Assmt Rev</b>		<b>3,145,790</b>	<b>3,500,941</b>	<b>2,061,285</b>	<b>3,529,992</b>	<b>1,468,707</b>	<b>58.39%</b>
52100-Property Taxes		3,116,106	3,471,513	2,046,192	3,529,992	1,483,800	57.97%
53100-HOPTR		29,684	29,428	15,093	-	(15,093)	0.00%
<b>X02-Grant Revenue</b>		<b>54,443</b>	<b>812,782</b>	<b>362,785</b>	<b>-</b>	<b>(362,785)</b>	<b>0.00%</b>
54510-Grant Revenue/Federal Agencies		50,014	650,226	184,955	-	(184,955)	0.00%
54520-Grant Revenue/State Agencies		4,429	162,556	29,610	-	(29,610)	0.00%
54530-Grant Revenues/Other Agencies				148,220	-	(148,220)	0.00%
<b>X03-Interest Income</b>		<b>(1,580,903)</b>	<b>305,624</b>	<b>12,104</b>	<b>15,000</b>	<b>2,896</b>	<b>80.69%</b>
51100-Interest Income/CCWD Invest		(642)	16,104	12,104	15,000	2,896	80.69%
51700-Net Mark to Market Value		(1,580,262)	289,520		-	-	0.00%
<b>X05-Power Sales</b>		<b>710,135</b>	<b>975,223</b>	<b>813,259</b>	<b>1,054,800</b>	<b>241,541</b>	<b>77.10%</b>
54300-Power Sales-North Fork		616,543	730,195	596,819	844,800	247,981	70.65%
54400-Power Sales-New Hogan		93,592	245,028	216,440	210,000	(6,440)	103.07%
<b>X06-Other Revenue</b>		<b>1,245,813</b>	<b>1,048,453</b>	<b>501,157</b>	<b>1,040,360</b>	<b>539,203</b>	<b>48.17%</b>
48130-Rental Revenue		71,825	14,395	9,834	83,000	73,166	11.85%
51600-Gain/(Loss) on Sale of Assets		(97,986)	30,925		-	-	0.00%
52420-Standby Fees		130,805	126,230	69,009	131,000	61,991	52.68%
54600-Other Non-Operating Revenue		1,141,169	618,602	422,315	826,360	404,045	51.11%
54700-Contributed Capital Revenue			258,301		-	-	0.00%
<b>X30-Transfers In</b>		<b>995,066</b>	<b>6,218,257</b>	<b>2,217,592</b>	<b>4,067,141</b>	<b>1,849,549</b>	<b>54.52%</b>
59100-Transfers In From Funds		977,332	6,202,909	2,217,592	4,067,141	1,849,549	54.52%
59520-Loan Repay-Interfund Interest		17,733	15,348		-	-	0.00%
<b>X08-Lease</b>			<b>103,749</b>		<b>-</b>	<b>-</b>	<b>0.00%</b>
54350-Lease Revenue			100,945		-	-	0.00%
51350-Lease Interest Revenue			2,804		-	-	0.00%
<b>Grand Total</b>		<b>19,030,131</b>	<b>27,823,172</b>	<b>19,221,739</b>	<b>26,703,905</b>	<b>7,482,166</b>	<b>71.98%</b>

Analysis of District Revenues identifies the following accounts to note:

**Water Sales & Charges**

41200-Water Sales-Fire Hydrant	172,529	185,304	134,221	200,000	65,779	67.11%
44100-Account Establishment Fees	53,445	33,446	27,362	50,000	22,638	54.72%
44110-Delinquent Account Charge	25,108	1,814	2,637	95,000	92,363	2.78%

41200 Fire Hydrant water sales are based on developer projects and should increase when the weather warms.

44100 New Account Establishment Fees are below benchmark, likely due to reduced existing home sales.

44110 Reminder notices are set to resume in the near future. Staff will monitor the effectiveness of reminders prior to deciding to reinstate the fees.

**Water/Sewer Fees**

44300-Install Water Meter	50,611	36,096	14,520	30,000	15,480	48.40%
48100-Concept Approval Fees	3,988	17,804	3,030	-	(3,030)	0.00%

44300 Meter rentals have slowed down, most likely due to more inclement weather.

48100 Concept Approval Fees are not budgeted due to their unpredictable nature.

**Miscellaneous Operating Revenue**

42000-Inspection Fees	857	627	61	5,000	4,939	1.22%
44200-Backflow Certification Testing	1,077	2,933	2,611	4,000	1,389	65.28%
44500-Repair Labor/Materials	48,148	12,265	450	25,000	24,550	1.80%
48190-Miscellaneous Operating Rev	86,160	120,800	166,923	35,000	(131,923)	476.92%

42000 Inspection Fees are lower than expected due to lack of new construction.

44200 The amount budgeted for this account is in line with prior year trends but is coming in under budget this year.

44500 Repair Labor/Materials is customer driven as necessary.

48190 Miscellaneous Operating Revenue includes the Credit Card and Tyler Convenience Fees collected. This is offset by the expense account "Third Party Payment Processing (below)", 61485 in Department 59. There are no customer fees collected through the lockbox payment service.

61485-Third Party Payment Processing	152,428	225,773	176,661	33,600	(143,061)	525.78%
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**Property Tax/Assmt Rev**

52100-Property Taxes	3,116,106	3,471,513	2,046,192	3,529,992	1,483,800	57.97%
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52100 Property Taxes are received in installments from the county and should meet budget by end of year.

**X03-Interest Income**

51100-Interest Income/CCWD Invest	(642)	16,104	12,104	15,000	2,896	80.69%
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51100 The investment market continues to perform higher than expected.

**Power Sales**

54400-Power Sales-New Hogan	93,592	245,028	216,440	210,000	(6,440)	103.07%
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54400 New Hogan/MID revenue is based on actual usage and is coming in higher than the budgeted amount.

## Other Revenue

48130-Rental Revenue	71,825	14,395	9,834	83,000	73,166	11.85%
52420-Standby Fees	130,805	126,230	69,009	131,000	61,991	52.68%
54600-Other Non-Operating Revenue	1,141,169	618,602	422,315	826,360	404,045	51.11%

48130 - The GASB87 accounting entry for Cell Tower Lease Revenue occurs at the end of the year. Approximately \$73,000 of the Rental Revenue projected is derived from Cell Tower Leases. During the year, cell tower rental payments received are used to reduce the amount accrued to account 15450 at year end.

52420 Standby Fees are paid in installments from the County Property Tax Apportionment and are on track for the year.

54600 Other Non-Operating Revenue include Federal and State Fees billed to NCPA and MID.

## Transfer In

59100-Transfers In From Funds	977,332	6,202,909	2,217,592	4,067,141	1,849,549	54.52%
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Transfers are made throughout the year to fund CIP projects and debt service. Transfers have been made through the month of March.

## Non-Operating Fund Revenue (all funds except Water & Sewer Operating)

Operating Account Revenue Summary		Period			9
Account Type	Fiscal Year	2022	2023	2024	
<b>W01-Sales &amp; Charges</b>		<b>4,618,838</b>	<b>4,606,691</b>	<b>2,891,809</b>	
41010-Capital R&R-Sewer		1,216,996	1,223,555	734,342	
41010-Capital R&R-Water		3,401,842	3,374,086	2,157,105	
41300-Water Sales Slurry Line			9,050	362	
<b>W03-Misc. Operating Revenue</b>		<b>136,500</b>	<b>862</b>	<b>80</b>	
48190-Miscellaneous Operating Rev			862	80	
54610-Miscellaneous Income		136,500			
<b>X01-Property Tax/Assmt Rev</b>		<b>790,892</b>	<b>799,720</b>	<b>391,142</b>	
52100-Property Taxes		555,147	617,813	363,756	
52200-Assessment Revenue		235,745	181,907	27,386	
<b>X02-Grant Revenue</b>		<b>1,808,702</b>	<b>2,822,722</b>	<b>2,919,848</b>	
54510-Grant Revenue/Federal Agencies		1,131,178	934,170	721,198	
54520-Grant Revenue/State Agencies		541,024	1,888,552	2,198,650	
54530-Grant Revenues/Other Agencies		136,500			
<b>X03-Interest Income</b>		<b>127,377</b>	<b>1,245,204</b>	<b>1,458,967</b>	
51100-Interest Income/CCWD Invest		96,229	1,225,207	1,455,021	
51200-Interest Income/Trusteed Funds		32	4,247	3,946	
51500-Interest Income-Loans		31,115	15,750		
<b>X04-Expansion/Assemt Fees</b>		<b>1,144,660</b>	<b>915,726</b>	<b>238,343</b>	
<b>X06-Other Revenue</b>		<b>19,286</b>	<b>33,530</b>		
52210-Assessment Admin.		-			
52230-Prepaid Assessment Revenue		19,286			
52270-Redemption Premium Revenue		-			
54600-Other Non-Operating Revenue			5,487		
52220-Assessment Revenue - Forclsur			25,000		
54600-Other Non-Operting Revenue			3,043		
<b>X30-Transfers In</b>		<b>25,681,087</b>	<b>14,907,809</b>	<b>10,823,468</b>	
59100-Transfer In From Funds		25,681,087	14,819,089	10,823,468	
59100-Transfers In From Funds			88,720		
<b>Grand Total</b>		<b>34,327,341</b>	<b>25,332,264</b>	<b>18,723,656</b>	

The above table represents all District revenues received to date in the category of non-operating, such as Capital R&R, CIP, and Expansion Funds. These revenues are often restricted to specific purposes. Please note that the historical/prior years are the FULL year, while the current year ACTUALS reflect the beginning of the year through the current fiscal period.

### District Operating Expense Detail

Overall Expenses at the end of March are below the 75% benchmark. Please note that some accounts will track low at the start of the year as invoices are accrued in the prior year. This report is pre-audit, and the amounts are subject to change. See each department for detailed explanations.

Operating Account Expense Summary				Period		9	Benchmark
Prior Years=Full Year, Current Year = Actual to Date				Fiscal Year			75%
Account Type	2022	2023	2024	Current Budget	Remaining Balance	Of Budget	
<b>Y01-Sal/Wage/Benefits</b>	<b>10,140,463</b>	<b>10,821,250</b>	<b>8,366,826</b>	12,554,608	4,187,782	66.64%	
60000-Salaries/Wages	5,916,756	6,397,205	4,935,194	7,637,167	2,701,973	64.62%	
60005-Payouts	202,859	129,687	197,417	264,679	67,262	74.59%	
60010-On Call Pay		2,850		21,100	21,100	0.00%	
60015-Standby Pay	4,482	68,500	13,500	24,500	11,000	55.10%	
60030-Overtime	215,813	406,551	176,058	251,630	75,572	69.97%	
60035-CTO Payout			106,013	-	(106,013)	0.00%	
60100-Benefits	2,174,849	2,546,602	1,988,161	2,867,484	879,323	69.33%	
60102-Medical Reimbursements	3,858			-	-	0.00%	
60110-Retirement Expense	673,328	709,201	580,867	859,409	278,542	67.59%	
60115-CalPERS UAL	393,602	513,650	335,165	463,639	128,474	72.29%	
60117-Retiree Health Benefit	554,915	47,004	34,450	165,000	130,550	20.88%	
<b>Y02-Utility Service</b>	<b>1,227,616</b>	<b>2,247,174</b>	<b>1,546,921</b>	2,385,045	838,124	64.86%	
60210-Power	1,029,112	2,033,658	1,415,609	2,175,415	759,806	65.07%	
60220-Water	10,572	10,679	5,808	10,500	4,692	55.31%	
60230-Sewage	47,869	47,548	29,364	43,970	14,606	66.78%	
60240-Telephone Lease Lines	2,638	(0)		-	-	0.00%	
60250-Telephone	117,437	133,706	80,053	129,460	49,407	61.84%	
60260-Refuse/Disposal	19,987	21,584	16,087	25,700	9,613	62.59%	
<b>Y03-Materials/Supplies</b>	<b>1,611,633</b>	<b>1,556,347</b>	<b>1,253,962</b>	1,712,030	458,068	73.24%	
60310-Materials and Supplies	307,426	183,739	141,946	208,450	66,504	68.10%	
60311-Herbicide	676		569	1,000	431	56.88%	
60312-Safety Eq Repl consumables	43,212	38,980	32,241	42,600	10,359	75.68%	
60313-Tools	33,282	35,530	32,107	35,667	3,560	90.02%	
60314-Uniforms - New	18,550	14,323	20,311	25,000	4,689	81.24%	
60316-Materials and Supplies-CalFire	10,014	4,635	32	18,000	17,968	0.18%	
60320-Safety Materials and Supplies	4,013	4,869	4,272	13,200	8,928	32.37%	
60325-Lab Supplies Consumables	40,077	48,899	43,792	40,000	(3,792)	109.48%	
60327-Ozone System Parts	5,203	2,374	493	10,000	9,507	4.93%	
60328-UV Parts and Supplies	73,571	58,645	712	110,000	109,288	0.65%	
60331-Electrical Parts Replacement	90,427	73,010	79,113	70,000	(9,113)	113.02%	
60332-Leak Repair Supplies	103,083	166,552	70,053	160,000	89,947	43.78%	
60333-Road Repair Materials	27,853	32,177	21,502	25,850	4,348	83.18%	
60334-SCADA Radio Supplies	14,736	14,861	748	17,000	16,252	4.40%	
60335-Septic Tanks - New and Repairs	5,629	8,113	17,292	11,200	(6,092)	154.39%	
60338-Meters New Conn and Repl	17,777	4,322	12,477	10,000	(2,477)	124.77%	
60350-Aerator/Compressor etc repair	15,425	15,616	14,509	18,000	3,491	80.61%	
60353-Computers/peripherals	22,298	761	3,533	18,500	14,967	19.10%	
60354-Control Sys/Pressure Transducer	8,766	5,205	1,581	8,200	6,619	19.28%	
60355-Headworks/Solids Removal Rep.	27,646	22,997	20,627	20,160	(467)	102.32%	
60356-HVAC	11,216	10,520	21,109	8,500	(12,609)	248.34%	
60357-Mixers	31,241	10,883	3,084	25,000	21,916	12.34%	
60358-Monitor Wells Repair			1,147	5,000	3,853	22.93%	
60359-Pumps/Motors Repair	193,726	79,701	277,867	140,000	(137,867)	198.48%	
60360-Solids Handling Equip Repair	207	87	3,693	5,000	1,308	73.85%	
60390-Admin. Technologies/Comm.	50,525	91,932	11,541	112,810	101,269	10.23%	
60395-Chemicals	455,056	627,615	417,611	552,893	135,282	75.53%	

### District Operating Expense Detail

Operating Account Expense Summary				Period	9	Benchmark	
Prior Years=Full Year, Current Year = Actual to Date		Fiscal Year			Current	Remaining	75%
Account Type	2022	2023	2024	Budget	Balance	Of Budget	
<b>Y04-Outside Services</b>	<b>944,745</b>	<b>864,442</b>	<b>602,592</b>		1,197,472	594,880	50.32%
60400-Outside Services	150,679	91,864	74,132		153,986	79,854	48.14%
60401-Fire Ext. Testing Cust. Base	2,000	2,000			2,200	2,200	0.00%
60402-Spraying - Weeds & Insects	31,866	28,812	23,446		43,000	19,554	54.53%
60403-Snow Removal	3,988	22,000	1,125		7,200	6,075	15.63%
60404-Uniform Laundry	26,065	26,726	23,737		22,675	(1,062)	104.68%
60405-Fire Hydrant Maintenance	3,768	26,564	450		56,625	56,175	0.79%
60410-Service Maintenance Contracts	96,408	86,486	106,693		127,645	20,952	83.59%
60412-Groundwater Monitoring	33,795	38,968	21,317		51,975	30,658	41.01%
60413-Instrumentation Tech	10,281	3,916	4,496		8,500	4,004	52.89%
60414-Ozone System PM	15,144				7,000	7,000	0.00%
60415-Backflow Device Testing	2,493	1,925	2,656		4,000	1,344	66.39%
60416-SCADA Consulting (A-Teem)	15,180	6,682	1,440		10,000	8,560	14.40%
60417-Hauling / Dig / Crane	4,905	475	1,425		5,000	3,575	28.50%
60419-Pave / Seal / Asphalt Repair	63,521	55,596	19,881		115,000	95,120	17.29%
60420-Drug and Alcohol Testing	2,080	5,189	3,418		4,000	582	85.44%
60423-Telemetry / Radio		763			-	-	0.00%
60424-Septic Hauling	44,407	49,345	29,625		40,000	10,375	74.06%
60424-Sludge Pumping		1			-	-	0.00%
60425-Tank Cleaning	33,138	11,800	28,960		50,000	21,040	57.92%
60426-Building Repairs	15,110	1,435	1,948		35,000	33,052	5.56%
60427-UV System PM		639	300		10,000	9,700	3.00%
60429-Recruiting	18,012	31,574	16,026		16,500	474	97.12%
60430-Claims/Damages	14,861	7,722	3,667		5,000	1,333	73.34%
60431-Computer Lic Maint Contracts	113,895	112,778	128,389		247,781	119,392	51.82%
60440-Janitorial Services	23,220	23,220	18,198		24,385	6,187	74.63%
60470-Laboratory Services	152,732	176,515	89,265		145,000	55,735	61.56%
60480-Rental (Non Vehicle and Equip)	67,200	51,446	2,000		5,000	3,000	40.00%
<b>Y05-Professional Services</b>	<b>677,921</b>	<b>572,882</b>	<b>342,982</b>		834,750	491,768	41.09%
60510-Accounting/Auditing	39,911	39,400	23,369		41,600	18,231	56.17%
60541-Advertising/Publicity	3,946	1,824	1,582		3,500	1,918	45.19%
60590-Professional Services	634,064	531,657	318,032		789,650	471,618	40.28%
<b>Y06-Vehicle/Equipment</b>	<b>599,246</b>	<b>587,844</b>	<b>416,122</b>		538,150	122,028	77.32%
60610-Operating Exp Gas and Oil	372,967	374,709	267,431		360,150	92,719	74.26%
60620-Repair Exp/Parts and Repairs	140,186	115,941	139,611		110,000	(29,611)	126.92%
60625-Fuel/Repair - Generators	27,411	9,069	8,249		20,000	11,751	41.24%
60650-Rental Exp Vehicles and Equip	1,142	17,086	832		11,500	10,668	7.23%
60660-Vehicle Lease & Maintenance	24,730	32,351	0		36,500	36,500	0.00%
60665-Capital Lease Interest	32,810	38,688			-	-	0.00%
<b>Y07-Office Expenses</b>	<b>180,272</b>	<b>169,043</b>	<b>154,059</b>		172,092	18,033	89.52%
60700-Forms and Supplies	684	1,896	615		4,000	3,385	15.39%
60710-Permits and Licenses	20,046	26,036	15,738		21,600	5,862	72.86%
60720-Postage	9,749	7,564	11,864		15,950	4,086	74.38%
60730-Publications/Subscriptions	2,330	2,163	1,580		1,750	170	90.28%
60732-Memberships and Dues	147,404	131,385	124,262		127,792	3,530	97.24%
60760-Recording/Title Reports	59				-	-	0.00%
60780-Printing			0		1,000	1,000	0.00%
<b>Y08-Travel/Training</b>	<b>51,843</b>	<b>108,465</b>	<b>48,523</b>		105,550	57,027	45.97%
60810-Training Conf and Travel	51,498	108,042	48,244		101,200	52,956	47.67%
60820-Other Travel Costs	345	423	279		4,350	4,071	6.43%
<b>Y11-Retired Employee</b>	<b>(7,537,854)</b>	<b>737,017</b>	<b>599,364</b>		767,000	167,636	78.14%
61200-Retired Employee Costs	(7,537,854)	737,017	599,364		767,000	167,636	78.14%
<b>Y12-Bad Debts</b>	<b>17,585</b>	<b>98,389</b>	<b>39,831</b>		40,000	169	99.58%
61310-Bad Debt Expense	17,585	98,389	39,831		40,000	169	99.58%

## District Operating Expense Detail

Operating Account Expense Summary				Period	9	Benchmark	
Prior Years=Full Year, Current Year = Actual to Date		Fiscal Year			Current	Remaining	75%
Account Type	2022	2023	2024	Budget	Balance	Of Budget	
<b>Y13-Misc Operating Exp</b>	<b>2,080,169</b>	<b>2,058,118</b>	<b>1,338,145</b>	<b>1,938,200</b>	<b>600,055</b>	<b>69.04%</b>	
61100-New Hogan OM Payment	477,495	423,460	992	14,600	13,608	6.79%	
61101-Purchased Water		0		5,400	5,400	0.00%	
61150-New Hogan OP/Maint Expense			0	474,000	474,000	0.00%	
61315-Rate Assistance Program	55,053	44,448	31,965	60,000	28,035	53.27%	
61409-Unemployment Claims	14,133	18,760	23,902	10,000	(13,902)	239.02%	
61410-Insurance	280,267	315,059	315,173	281,100	(34,073)	112.12%	
61420-State Water and Sewer Fees	263,067	267,282	297,085	250,000	(47,085)	118.83%	
61430-Federal Dam and Admin Fees	356,576	620,545	379,205	702,000	322,795	54.02%	
61435-State/Federal/County Fees	420,823	135,003	109,982	85,500	(24,482)	128.63%	
61450-Mandated Plans	57,264		2,087	18,000	15,913	11.60%	
61455-Water Conservation	3,063	7,789	1,000	4,000	3,000	25.00%	
61485-Third Party Payment Processing	152,428	225,773	176,661	33,600	(143,061)	525.78%	
61490-Misc Operating Expense			94	-	(94)	0.00%	
<b>Y14-Amort/Depr</b>	<b>4,797,158</b>	<b>4,850,997</b>		-	-	0.00%	
64230-Depreciation Expense	4,797,158	4,850,997		-	-	0.00%	
<b>Y15-Director Costs</b>	<b>128,092</b>	<b>144,979</b>	<b>98,856</b>	<b>160,494</b>	<b>61,638</b>	<b>61.59%</b>	
60000-Salaries/Wages	26,280	30,840	25,312	43,200	17,888	58.59%	
60100-Benefits	85,362	87,774	61,121	93,544	32,423	65.34%	
60102-Medical Reimbursements	400			-	-	0.00%	
60310-Materials and Supplies	207	483	375	3,750	3,375	10.00%	
60810-Training Conf and Travel	8,565	20,927	9,224	17,500	8,276	52.71%	
60820-Other Travel Costs	7,278	4,955	2,823	2,500	(323)	112.93%	
<b>Y16-Legal</b>	<b>277,230</b>	<b>310,160</b>	<b>220,015</b>	<b>245,000</b>	<b>24,985</b>	<b>89.80%</b>	
60505-Outside Legal Fees	277,230	310,160	220,015	245,000	24,985	89.80%	
<b>Z02-Debt Repayment</b>	<b>370,223</b>	<b>1,230,961</b>	<b>2,993,226</b>	<b>3,212,861</b>	<b>219,635</b>	<b>93.16%</b>	
72120-Interest Exp PERS UAL Loan	161,501	149,705	142,644	142,644	0	100.00%	
72210-Interest Exp - USDA AMI AMR	15,371	52,714	65,970	83,703	17,733	78.81%	
72310-Interest Exp - Vac Con Truck	8,651	8,660	4,978	6,276	1,298	79.31%	
72350-Interest Exp-USDA EP Reach 3A	55,411	53,430	52,344	52,344	-	100.00%	
72400-Interest Exp-Water Fund Loan	17,733	15,348		7,515	7,515	0.00%	
72500-Interest Exp New Hogan Loan	9,027	6,551		4,684	4,684	0.00%	
72600-Interest Exp OP HQ	31,115	15,750		-	-	0.00%	
72700-Interest Exp-VacCon Truck	9,916	6,318	2,711	3,193	482	84.90%	
72850-Interest Exp-Water CIP Loan 22	47,047	573,813	557,542	557,542	0	100.00%	
72860-Interest Exp-Sewer CIP Loan 22	14,450	348,670	339,168	339,168	-	100.00%	
72900-Interest Exp-Water Rev Loan		0		-	-	0.00%	
73120-Principal-PERS UAL Loan 03/36	-	-	338,000	338,000	-	100.00%	
73210-Principal - USDA AMI AMR	-	-	89,000	89,000	-	100.00%	
73310-Principal - Vac Con Truck	(1)	(0)	87,974	117,659	29,685	74.77%	
73350-Principal-USDA Reach 3A 09/55	-	-	48,800	48,800	-	100.00%	
73400-Principal-Water Fnd Ln 07/27	0	0		72,207	72,207	0.00%	
73500-Principal-New Hogan 06/25	1	1		55,242	55,242	0.00%	
73600-Principal-OP HQ 06/28	(0)	0		-	-	0.00%	
73700-Principal-VacCon 08/24	1	0	91,096	121,884	30,788	74.74%	
73850-Principal-Water CIP Loan 2022			759,000	759,000	-	100.00%	
73850-Principal-Water CIP Loan 22		-		-	-	0.00%	
73860-Principal-Sewer CIP Loan 22		-	414,000	414,000	-	100.00%	
73900-Principal-Water Rev Loan		-		-	-	0.00%	
<b>Z03-Capital Equipment</b>	<b>658,275</b>	<b>418,334</b>	<b>398,285</b>	<b>808,482</b>	<b>410,197</b>	<b>49.26%</b>	
75100-Vehides Purchased	141,397			-	-	0.00%	
75110-Vehides Capital Lease	171,962	219,397	248,361	304,819	56,458	81.48%	
75200-Equipment Purchased	470,177	282,707	73,064	185,948	112,884	39.29%	
75300-Materials - Capital Outlay	46,701	83,355	76,860	317,715	240,855	24.19%	
75300-Materials - Projects	0	9,198		-	-	0.00%	
75400-Outside Svcs - Capital Outlay		43,073		-	-	0.00%	
76000-Contra Cap Outlay-Lease Veh	(171,963)	(219,396)		-	-	0.00%	
<b>Z04-Misc Non Operating</b>	<b>16,731</b>	<b>54,175</b>	<b>14,575</b>	<b>13,500</b>	<b>(1,075)</b>	<b>107.96%</b>	
60715-Late Fees and Other Penalties	1,599	5,635	1,667	-	(1,667)	0.00%	
78100-Investment Agent Fees		0		-	-	0.00%	
78200-Calaveras County Fees	46	205		-	-	0.00%	
78210-LAFCO Contribution	13,336	12,706	12,909	13,500	591	95.62%	
78700-Construction Contracts		29,250		-	-	0.00%	
78990-Misc Non-Operating Costs	1,750	6,379		-	-	0.00%	
<b>Z30-Transfers Out</b>	<b>23,699,740</b>	<b>2,146,409</b>		-	-	0.00%	
79100-Transfers Out	23,699,740	2,146,409		-	-	0.00%	
<b>Grand Total</b>	<b>39,941,088</b>	<b>28,976,984</b>	<b>18,419,131</b>	<b>26,685,234</b>	<b>8,266,103</b>	<b>69.02%</b>	

**DEPARTMENTAL EXPENSE REPORTS**

**Dept 50 – Non-Departmental**

Operating Account Expense Summary			Period	9			Benchmark
Prior Years=Full Year, Current Year = Actual to Date			Fiscal Year		Current	Remaining	75%
Account Type	2022	2023	2024	Budget	Balance	Of Budget	
Y01-Sal/Wage/Benefits			137,302	265,813	128,511		51.65%
Y02-Utility Service	29,845	37,669	22,158	30,460	8,302		72.74%
Y03-Materials/Supplies	54,912	40,757	27,428	40,300	12,872		68.06%
Y04-Outside Services	72,757	71,921	62,569	139,182	76,613		44.96%
Y05-Professional Services		1,393	225	-	(225)		0.00%
Y11-Retired Employee	(7,537,854)	737,017	599,364	767,000	167,636		78.14%
Y13-Misc Operating Exp	280,267	315,059	315,173	281,100	(34,073)		112.12%
Z02-Debt Repayment	370,223	1,230,961	2,993,226	3,212,861	219,635		93.16%
Z03-Capital Equipment	0	23,677		-	-		0.00%
Z04-Misc Non Operating	13,353	14,924	12,909	13,500	591		95.62%
<b>Grand Total</b>	<b>(6,716,497)</b>	<b>2,473,378</b>	<b>4,170,353</b>	<b>4,750,216</b>	<b>579,863</b>		<b>87.79%</b>

Analysis shows that non-departmental expenses are above the year-to-date benchmark. Insurance came in slightly over budget and debt repayment is a timing issue. Accounts to note are:

**Utility Service**

60250-Telephone	12,359	13,683	5,357	2,460	(2,897)	217.77%
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60250 As the telephone is over budget this will be taken into consideration during the FY 24-25 budget process.

**Outside Services**

60400-Outside Services	28,178	35,492	40,177	48,810	8,633	82.31%
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60400 Although outside services are over budget at this time they should level out by end of year.

**Miscellaneous Operating Expenses**

61410-Insurance	280,267	315,059	315,173	281,100	(34,073)	112.12%
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61410 The final insurance rates were not available when the budget was approved. The bulk of the payments are made in the first months of the year, which distorts the percentage to benchmark.

**Debt Repayment**

72120-Interest Exp PERS UAL Loan	161,501	149,705	142,644	142,644	0	100.00%
72350-Interest Exp-USDA EP Reach 3A	55,411	53,430	52,344	52,344	-	100.00%
72700-Interest Exp-VacCon Truck	9,916	6,318	2,711	3,193	482	84.90%
72850-Interest Exp-Water CIP Loan 22	47,047	573,813	557,542	557,542	0	100.00%
72860-Interest Exp-Sewer CIP Loan 22	14,450	348,670	339,168	339,168	-	100.00%
73120-Principal-PERS UAL Loan 03/36	-	-	338,000	338,000	-	100.00%
73210-Principal - USDA AMI AMR	-	-	89,000	89,000	-	100.00%
73350-Principal-USDA Reach 3A 09/55	-	-	48,800	48,800	-	100.00%
73850-Principal-Water CIP Loan 2022			759,000	759,000	-	100.00%
73860-Principal-Sewer CIP Loan 22		-	414,000	414,000	-	100.00%

Most of the loan principal and interest payments are made on an annual or semi-annual basis. Finance expects these accounts to be on track for the fiscal year.

**Misc Non Operating**

78210-LAFCO Contribution	13,336	12,706	12,909	13,500	591	95.62%
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78210 These fees were collected on the first property tax apportionment payment received from the County in January. This amount will remain static for the remainder of the year.

Dept. 54 - Utility Services Department

Operating Account Expense Summary				Period	9	Benchmark	
Prior Years=Full Year, Current Year = Actual to Date		Fiscal Year			Current	Remaining	75%
Account Type	2022	2023	2024	Budget	Balance	Of Budget	
Y01-Sal/Wage/Benefits	7,140,378	7,637,213	5,781,196	7,973,159	2,191,963	72.51%	
Y02-Utility Service	1,197,771	2,209,505	1,524,764	2,354,585	829,821	64.76%	
Y03-Materials/Supplies	1,469,952	1,400,607	1,191,016	1,527,070	336,054	77.99%	
Y04-Outside Services	684,416	591,509	314,026	832,807	518,781	37.71%	
Y05-Professional Services	6,154	135,409	46,707	80,500	33,793	58.02%	
Y06-Vehicle/Equipment	599,246	587,787	416,122	538,150	122,028	77.32%	
Y07-Office Expense	52,925	40,362	28,228	42,600	14,372	66.26%	
Y08-Travel/Training	27,807	40,251	22,180	35,500	13,320	62.48%	
Y13-Misc Op Expenses	268,903	279,153	298,077	270,000	(28,077)	110.40%	
Z03-Capital Equipment	658,275	394,657	391,398	801,482	410,084	48.83%	
Z04-Misc Non Operating	1,181	2,829	1,267	-	(1,267)	0.00%	
<b>Grand Total</b>	<b>12,107,009</b>	<b>13,319,281</b>	<b>10,014,978</b>	<b>14,455,853</b>	<b>4,440,875</b>	<b>69.28%</b>	

This table shows the Utilities Department expenses are below the year to date benchmark. Accounts to note are:

**Salaries/Wages/Benefits**

60115-CalPERS UAL	303,418	369,742	134,617	132,416	(2,201)	101.66%
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60115 The CalPERS UAL expense is based on each employee and at a rate of contribution based on the contract at the time they were hired. The amount budgeted was calculated on an estimated annual UAL amount that we can see came in higher than anticipated.

**Materials/Supplies**

60313-Tools	33,042	28,232	32,107	35,167	3,060	91.30%
60325-Lab Supplies Consumables	40,077	48,899	43,792	40,000	(3,792)	109.48%
60331-Electrical Parts Replacement	90,427	73,010	79,113	70,000	(9,113)	113.02%
60333-Road Repair Materials	27,853	32,177	21,502	25,850	4,348	83.18%
60335-Septic Tanks - New and Repairs	5,629	8,113	17,292	11,200	(6,092)	154.39%
60338-Meters New Conn and Repl	17,777	4,322	12,477	10,000	(2,477)	124.77%
60350-Aerator/Compressor etc repair	15,425	15,616	14,509	18,000	3,491	80.61%
60355-Headworks/Solids Removal Rep.	27,646	22,997	20,627	20,160	(467)	102.32%
60356-HVAC	11,216	10,520	16,112	8,500	(7,612)	189.55%
60359-Pumps/Motors Repair	193,726	79,701	277,867	140,000	(137,867)	198.48%

Materials/supplies for repairs and maintenance are purchased as needed.

**Outside Services**

60404-Uniform Launder	26,065	26,726	23,737	22,675	(1,062)	104.68%
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60404 Uniform Laundering is higher than expected.

**Vehicle/Equipment**

60620-Repair Exp/Parts and Repairs	140,186	115,941	139,611	110,000	(29,611)	126.92%
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60620 Repairs to the VacCon were necessary early in the year.

**Misc Operating Expense**

61420-State Water and Sewer Fees	263,067	267,282	297,085	250,000	(47,085)	118.83%
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61420 SWRCB annual permit fees came in 30-50% more than budgeted.

## Capital Equipment

75110-Vehicles Capital Lease	171,962	219,397	248,361	304,819	56,458	81.48%
75110 Per Auditors instructions 100% of the lease expense is now charged to 75110 resulting in a decrease in account number 60660 (included below for reference).						
60660-Vehicle Lease & Maintenance	24,730	32,351	0	36,500	36,500	0.00%

## Dept 56 – General Management

Operating Account Expense Summary				Period	9	Benchmark		
Prior Years=Full Year, Current Year = Actual to Date				Fiscal Year		Current	Remaining	75%
Account Type	2022	2023	2024	Budget	Balance	Of Budget		
Y01-Sal/Wage/Benefits	709,781	692,641	694,420	967,520	273,100	71.77%		
Y03-Materials/Supplies	6,423	7,825	23,181	46,100	22,919	50.28%		
Y04-Outside Services	20,092	36,763	19,443	20,500	1,057	94.84%		
Y05-Professional Services	96,047	120,265	73,527	160,800	87,273	45.73%		
Y07-Office Expenses	46,605	49,953	47,171	-	(47,171)	0.00%		
Y08-Travel/Training	9,881	29,559	13,695	26,450	12,755	51.78%		
Y11-Retired Employee	(0)			-	-	0.00%		
Y13-Misc Op Expenses	14,133	18,760	23,902	10,000	(13,902)	239.02%		
Y16-Legal	129,895	131,149	69,202	125,000	55,798	55.36%		
<b>Grand Total</b>	<b>1,032,856</b>	<b>1,086,915</b>	<b>964,541</b>	<b>1,400,695</b>	<b>436,154</b>	<b>68.86%</b>		

Analysis shows that General Management's overall expenses are below the year to date benchmark. Accounts to note are:

### Salaries/Wages/Benefits

60005-Payouts	10,269	25,743	37,208	23,379	(13,829)	159.15%
60030-Overtime	1,695	2,531	5,855	630	(5,225)	929.37%
60100-Benefits	119,977	132,941	135,712	166,117	30,405	81.70%
60115-CalPERS UAL	17,834	23,674	12,781	9,330	(3,451)	136.99%

60005 End of year payouts per MOU policy were higher than budget expectations.

60030 Overtime is authorized at management level and is only charged as needed. This will be over budget at year end.

60100 An employee was transferred from the Water Resources department to the General Admin department skewing the benefits expense.

60115 The CalPERS UAL expense is based on each employee and at a rate of contribution based on the contract at the time they were hired. The amount budgeted was calculated on an estimated annual UAL amount that we can see came in higher than anticipated.

### Outside Services

60420-Drug and Alcohol Testing	2,080	5,189	3,418	4,000	582	85.44%
60429-Recruiting	18,012	31,574	16,026	16,500	474	97.12%

60420 Drug and Alcohol Testing is higher than budget due to the annual consortium membership fee paid in December and should level out by year end.

60429 Recruiting expense is high due to filling various positions.

### Professional Services

60541-Advertising/Publicity	1,164	1,550	1,582	1,500	(82)	105.43%
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60541 Advertising includes public notices for the Board meetings.

## Office Expenses

60730-Publications/Subscriptions	773	935	867	150	(717)	578.32%
60732-Memberships and Dues	45,832	48,917	46,202	42,725	(3,477)	108.14%

60730 The majority of publications are renewed early in the year which distorts the percentage to benchmark.

60732 The Memberships and Dues expenditures have come in 7-20% higher than anticipated.

## Miscellaneous Operating Expenses

61409-Unemployment Claims	14,133	18,760	23,902	10,000	(13,902)	239.02%
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61409 Unemployment claims are higher than anticipated.

## Dept 57 – Board of Directors

Operating Account Expense Summary				Period		9	Benchmark
Prior Years=Full Year, Current Year = Actual to Date				Fiscal Year			75%
Account Type	2022	2023	2024	Budget	Balance	Of Budget	
<b>Y15-Director Costs</b>	<b>128,092</b>	<b>144,979</b>	<b>98,856</b>	160,494	61,638	61.59%	
60000-Salaries/Wages	26,280	30,840	25,312	43,200	17,888	58.59%	
60100-Benefits	85,362	87,774	61,121	93,544	32,423	65.34%	
60102-Medical Reimbursements	400			-	-	0.00%	
60310-Materials and Supplies	207	483	375	3,750	3,375	10.00%	
60810-Training Conf and Travel	8,565	20,927	9,224	17,500	8,276	52.71%	
60820-Other Travel Costs	7,278	4,955	2,823	2,500	(323)	112.93%	
<b>Grand Total</b>	<b>128,092</b>	<b>144,979</b>	<b>98,856</b>	160,494	61,638	61.59%	

Analysis shows that the Board of Director's overall expenses are below the year to date benchmark. Accounts to note are:

60820 Other travel costs are higher than budgeted but less than previous years trends. Review of the account activity shows nothing out of the ordinary.

## Dept 58 – Engineering

Operating Account Expense Summary				Period		9	Benchmark
Prior Years=Full Year, Current Year = Actual to Date				Fiscal Year			75%
Account Type	2022	2023	2024	Budget	Balance	Of Budget	
<b>Y01-Sal/Wage/Benefits</b>	<b>794,724</b>	<b>794,056</b>	<b>692,900</b>	1,576,201	883,301	43.96%	
<b>Y03-Materials/Supplies</b>	<b>9,333</b>	<b>9,269</b>	<b>1,762</b>	20,400	18,638	8.64%	
<b>Y04-Outside Services</b>	<b>18,338</b>	<b>1,196</b>	<b>19,409</b>	27,410	8,001	70.81%	
<b>Y05-Professional Services</b>	<b>83,197</b>	<b>1,520</b>	<b>11</b>	50,000	49,989	0.02%	
<b>Y06-Vehide/Equipment</b>		<b>57</b>		-	-	0.00%	
<b>Y07-Office Expenses</b>	<b>794</b>	<b>5,652</b>	<b>1,918</b>	1,800	(118)	106.56%	
<b>Y08-Travel/Training</b>	<b>10,081</b>	<b>24,653</b>	<b>5,152</b>	24,600	19,448	20.94%	
<b>Z03-Capital Equipment</b>			<b>6,887</b>	7,000	113	98.38%	
<b>Z04-Misc Non Operating</b>		<b>29,250</b>		-	-	0.00%	
<b>Grand Total</b>	<b>916,466</b>	<b>865,654</b>	<b>728,038</b>	1,707,411	979,373	42.64%	

The table above shows that Engineering's overall expenses are well below the year to date benchmark. Accounts to note are:

## Salaries/Wages/Benefits

60005-Payouts	899	12,908	13,604	8,240	(5,364)	165.09%
60115-CalPERS UAL	39,431	62,658	25,460	27,940	2,480	91.12%

60005 End of year payouts per MOU policy were higher than budget expectations.

60115 The CalPERS UAL expense is based on each employee and at a rate of contribution based on the contract at the time they were hired. The amount budgeted was calculated on an estimated annual UAL amount that we can see came in higher than anticipated.

### Outside Services

60431-Computer Lic Maint Contracts	19,409	16,860	(2,549)	115.12%
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60431 The number of seats for the AutoCad license increased due to new hires.

### Capital Equipment

75200-Equipment Purchased	6,887	7,000	113	98.38%
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75200 Although equipment purchased is over budget at this time they should level out by end of year.

### Office Expenses

60732-Memberships and Dues	192	1,079	1,069	600	(469)	178.17%
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60732 The majority of permits, licenses, dues and memberships are renewed early in the year which skews the percentage to benchmark.

## Dept 59 – Administrative Services

Operating Account Expense Summary				Period	9	Benchmark	
Prior Years=Full Year, Current Year = Actual to Date		Fiscal Year	▼		Current	Remaining	75%
Account Type	▼	2022	2023	2024	Budget	Balance	Of Budget
Y01-Sal/Wage/Benefits		1,307,304	1,399,164	925,419	1,403,352	477,933	65.94%
Y03-Materials/Supplies		70,699	92,438	10,058	76,660	66,602	13.12%
Y04-Outside Services		149,143	163,052	184,038	176,173	(7,865)	104.46%
Y05-Professional Services		365,660	177,679	143,148	208,080	64,933	68.79%
Y07-Office Expenses		10,433	9,359	12,245	19,650	7,405	62.31%
Y08-Travel/Training		2,426	9,784	6,654	12,500	5,846	53.23%
Y12-Bad Debts		17,585	98,389	39,831	40,000	169	99.58%
Y13-Misc Operating Exp		210,544	278,010	209,220	93,600	(115,620)	223.53%
Y14-Amort/Depr		4,797,158	4,850,997		-	-	0.00%
Z04-Misc Non Operating		2,196	7,171	400	-	(400)	0.00%
Z30-Transfers Out		23,699,740	2,146,409		-	-	0.00%
<b>Grand Total</b>		<b>30,632,888</b>	<b>9,232,453</b>	<b>1,531,013</b>	<b>2,030,015</b>	<b>499,002</b>	<b>75.42%</b>

Analysis shows that Administrative Services are below the year to date benchmark. Accounts to note are:

### Salaries/Wages/Benefits

60115-CalPERS UAL	31,471	50,248	21,794	21,918	124	99.43%
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60115 The CalPERS UAL expense is based on each employee and at a rate of contribution based on the contract at the time they were hired. The amount budgeted was calculated on an estimated annual UAL amount that we can see came in higher than anticipated.

### Materials/Supplies

60310-Materials and Supplies	3,612	380	279	250	(29)	111.64%
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60310 This was a bank deposit slip order, which is needed about every 2-3 years.

### Outside Services

60410-Service Maintenance Contracts	85,737	81,664	104,281	113,558	9,277	91.83%
60431-Computer Lic Maint Contracts	38,817	81,388	79,757	62,615	(17,142)	127.38%

60410 The current amount includes the Tyler Software program contract which is more than anticipated.

60431 The majority of computer license maintenance contracts are renewed early in the year, which distorts the percentage to benchmark.

## Bad Debts

61310-Bad Debt Expense	17,585	98,389	39,831	40,000	169	99.58%
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61310 Bad Debt is higher than expected.

## Miscellaneous Operating Expenses

61485-Third Party Payment Processing	152,428	225,773	176,661	33,600	(143,061)	525.78%
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61485 Third Party Payment Processing represents the Credit Card and Tyler Convenience Fees paid. This is offset by the revenue account "Miscellaneous Operating Revenue" (48190). There are no customer fees collected through the lockbox payment service.

48190-Miscellaneous Operating Rev	86,160	120,800	166,923	35,000	(131,923)	476.92%
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## Dept 60 – Water Resources

Operating Account Expense Summary				Period 9		Benchmark	
Prior Years=Full Year, Current Year = Actual to Date				Fiscal Year	Current	Remaining	75%
Account Type	2022	2023	2024	Budget	Balance	Of Budget	
Y01-Sal/Wage/Benefits	188,276	298,176	120,434	368,563	248,129	32.68%	
Y03-Materials/Supplies	314	5,451	518	1,500	982	34.50%	
Y04-Outside Services			3,108	1,400	(1,708)	221.97%	
Y05-Professional Services	126,864	136,615	79,366	335,370	256,005	23.67%	
Y07-Office Expenses	69,515	63,717	64,498	63,717	(781)	101.23%	
Y08-Travel/Training	1,648	4,218	842	6,500	5,658	12.95%	
Y10-Purchased Water	471,659	411,589		-	-	0.00%	
Y13-Misc Operating Exp	834,664	755,547	491,774	1,283,500	791,726	38.32%	
Y16-Legal	147,336	179,011	150,813	120,000	(30,813)	125.68%	
<b>Grand Total</b>	<b>1,840,275</b>	<b>1,854,325</b>	<b>911,351</b>	<b>2,180,550</b>	<b>1,269,199</b>	<b>41.79%</b>	

Analysis shows that Water Resources expenses are below the year to date benchmark. Accounts to note are:

### Outside Services

60431-Computer Lic Maint Contracts			3,108	1,400	(1,708)	221.97%
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60431 Access to ParcelQuest was added to the Water Resources department. This will be taken into consideration for next year's budget.

### Office Expenses

60732-Memberships and Dues	69,515	63,717	64,498	63,717	(781)	101.23%
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60732 Membership Dues have been paid for the year culminating in a slightly over budget amount.

### Misc Operating Expenses

61435-State/Federal/County Fees	420,823	135,003	109,982	85,500	(24,482)	128.63%
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61435 State Fees are partially reimbursed by NCPA and MID. Of the \$109,982 paid, \$56,708 is to be reimbursed. This line item's budget is lower than needed and not aligned with prior year actuals. Finance will plan the FY 24-25 budget with this shortage in mind.

### Legal

60505-Outside Legal Fees	147,336	179,011	150,813	120,000	(30,813)	125.68%
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60505 Expenditures for renewal efforts for water rights are as expected and will come in higher than budget.

CCWD - Fund Balance Report  
As of March 31, 2024

Account	Description	Audited	Transactions	Unaudited	Unrestricted	Restricted	Agency
		6/30/2023	FY23-24	3/31/2024	3/31/2024	3/31/2024	3/31/2024
104-00-13101	Admin Replacement	18,779.89	24.78	18,804.67	-	18,804.67	-
108-00-13101	Interest Reserve	12,148,779.76	453,450.99	12,602,230.75	-	12,602,230.75	-
120-00-13101	CIP - Water	-	-	-	-	-	-
123-00-13101	CIP Loan - Water	18,821,232.36	(466,054.50)	18,355,177.86	-	18,355,177.86	-
125-00-13101	Capital R&R - Water	4,959,658.44	(1,069,841.77)	3,889,816.67	-	3,889,816.67	-
127-00-13101	USDA RD AMI/AMR	(176,052.99)	(11,760.00)	(187,812.99)	-	(187,812.99)	-
130-00-13101	CIP - Sewer	-	-	-	-	-	-
133-00-13101	CIP Loan - Sewer	7,983,219.11	(949,096.18)	7,034,122.93	-	7,034,122.93	-
135-00-13101	Capital R&R - Sewer	4,869,436.29	(2,646,949.62)	2,222,486.67	-	2,222,486.67	-
300-00-13101	Water Fund	3,091,394.51	(1,226,859.80)	1,864,534.71	1,864,534.71	-	-
302-00-13101	Slurry Line	11,634.37	377.33	12,011.70	-	12,011.70	-
304-00-13101	Water Expansion Fund - West Point	302,806.66	5,121.27	307,927.93	-	307,927.93	-
354-00-13101	Water Expansion Fund - Ebbetts Pass	784,857.97	28,630.99	813,488.96	-	813,488.96	-
356-00-13101	Water Expansion Fund - Sheep Ranch	25,684.87	321.91	26,006.78	-	26,006.78	-
364-00-13101	Water Expansion Fund - Jenny Lind	643,435.54	100,091.60	743,527.14	-	743,527.14	-
374-00-13101	Water Expansion Fund - Copper Cove	4,766,862.34	(621,802.83)	4,145,059.51	-	4,145,059.51	-
394-00-13101	Water Expansion Fund - Wallace	18,378.22	230.33	18,608.55	-	18,608.55	-
500-00-13101	Sewer Fund	(1,730,003.41)	270,599.92	(1,459,403.49)	(1,459,403.49)	-	-
524-00-13101	Sewer Expansion Fund - Forest Meadows	363,793.04	(26,352.52)	337,440.52	-	337,440.52	-
526-00-13101	Sewer Expansion Fund - Big Trees Village	12,172.89	152.56	12,325.45	-	12,325.45	-
534-00-13101	Sewer Expansion Fund - Vallecito	1,195,797.83	14,778.04	1,210,575.87	-	1,210,575.87	-
536-00-13101	Sewer Expansion Fund - Six Mile Village	26,408.99	330.98	26,739.97	-	26,739.97	-
544-00-13101	Sewer Expansion Fund - Arnold	889,430.10	(5,266.89)	884,163.21	-	884,163.21	-
564-00-13101	Sewer Expansion Fund - La Contenta	718,916.81	3,557.58	722,474.39	-	722,474.39	-
565-00-13101	Sewer Expansion Fund - Southworth	282,820.59	3,544.48	286,365.07	-	286,365.07	-
584-00-13101	Sewer Expansion Fund - Copper Cove	2,631,547.39	(75,418.80)	2,556,128.59	-	2,556,128.59	-
594-00-13101	Sewer Expansion Fund - Wallace	18,378.22	230.33	18,608.55	-	18,608.55	-
624-00-13101	Sewer Expansion Fund - West Point	874,168.72	10,709.51	884,878.23	-	884,878.23	-
722-00-13101	Assessment District - West Point Acres	15,427.44	193.34	15,620.78	-	-	15,620.78
732-00-13101	Assessment District - Wilseyville	5.36	0.05	5.41	-	-	5.41
752-00-13101	Assessment District - Arnold	64,316.93	(10,453.61)	53,863.32	-	-	53,863.32
812-00-13101	Assessment District - La Contenta (604)	95,830.67	(254.79)	95,575.88	-	-	95,575.88
832-00-13101	Assessment District - Saddle Creek	121,185.41	(316.36)	120,869.05	-	-	120,869.05
842-00-13101	Assessment District - DaLee/Cassidy	-	(2,593.02)	(2,593.02)	-	-	(2,593.02)
852-00-13101	Assessment District - Fly In Acres	-	(3,962.97)	(3,962.97)	-	-	(3,962.97)
862-00-13101	Assessment District - Wallace	157,389.59	4,273.19	161,662.78	-	161,662.78	-
920-00-13101	Advance Grant Fund	4,629.49	58.03	4,687.52	-	4,687.52	-
	<b>TOTAL</b>	<b>64,012,323.40</b>	<b>(6,220,306.45)</b>	<b>57,792,016.95</b>	<b>405,131.22</b>	<b>57,107,507.28</b>	<b>279,378.45</b>

## Fund Activity Report as of 3.31.24

	<b>Water Fund</b>	<b>Sewer Fund</b>
<b>Revenue</b>	12,570,748.11	6,650,991.15
<b>Expenditure</b>	(13,120,273.72)	(5,315,056.53)
<b>Net Fund Activity</b>	(549,525.61)	1,335,934.62

**CALAVERAS COUNTY WATER DISTRICT**

**Capital Improvement Program**

**Expenditure Report - Water Projects**

**Year-to-Date through March 31, 2024**

Project No.	Service Area	Fund	Water Projects Project Description	Total Estimated Cost	Cash Flow			Funding FY 23-24				FY 23-24 YTD Expenditures	FY 23-24 Remaining Balance	Prior Years Expenditures	Total Project Expenditures
					FY 23-24 Budgeted Cash Flow	FY 24-25	FY 25-26	Expansion Funds	CIP (125/135)	CIP Loan (123/133)	Grants				
<b>Copper</b>															
11083C		123/374	Clearwell & Tank B / Repair & Paint	8,600,000	4,000,000	4,000,000		1,386,443		2,613,557		1,414,390	2,585,610	432,354	1,846,744
11104		125	Lake Tulloch Submerged Water Line Cross	750,000	-	750,000						-	-	28,362	28,362
11122		374	CC Zone B-C Trans Pipeline & Pump Stn	10,000,000	1,000,000			1,000,000				208,942	791,058	95,257	304,199
11110		ON HOLD	Reeds Turnpike Pump Station Repl	-	-				300,000			6,203	(6,203)	6,161	12,364
11132		374	Copper Cove O'Byrnes Water Line Extension	60,000	-							-	-	23,958	23,958
11133		125	Copper Cove Ozone Unit Replacement	300,000	300,000							28,368	271,632	-	28,368
<b>Ebbetts Pass</b>															
11083L		125	Larkspur Tank / Repair & Paint	576,522	111,045							111,045	(0)	475,939	586,984
11083S		125	Sawmill/Hunter's Tanks / Repair & Paint	3,050,000	-	3,000,000						-	-	10,751	10,751
11095		125/Grant	EP Redwood Tanks Replacement	4,000,000	300,000							288,658	11,342	3,722,350	4,011,008
11099			Ebbetts Pass Meadowmont PS / Rehab	100,000	-							-	-	-	-
11103		125/Grant	Hunter's Raw Water Pumps Renovation	2,400,000	2,000,000				500,000		1,500,000	7,923	1,992,077	173,772	181,695
11108		125	Big Trees Pump Stations 4 & 5 Repl	2,100,000	-	450,000						5,667	(5,667)	249	5,916
11109		125	White Pines Tule Removal/Spillway	96,715	96,715				96,715			29,070	67,645	10,983	40,053
11115		125	EP Larkspur Pump Station Rehab	1,500,000	-	250,000						-	-	-	-
<b>Jenny Lind / Wallace</b>															
11083J		125	Clearwell #2 / Repair & Paint	641,745	350,000				350,000			4,924	345,076	16,625	21,548
11088		123		13,500,000	2,000,000	6,000,000	5,136,110			2,000,000		248,510	1,751,490	577,800	826,310
11119		125	JL Tanks A,B,E,F Rehab	1,500,000	-							-	-	-	-
11131		125/364	JLWTP - Rehab Filters 1&2	960,000	510,000			150,000	360,000			456,260	53,740	450,618	906,878
11083W		125	Wallace Tanks / Repair & Paint	1,500,000	-							-	-	7,020	7,020
11121		125	JL Tank C Replacement	-	-							-	-	-	-
<b>West Point / Wilseyville</b>															
11106		125	West Point Backup Water Filter	2,380,000	561,097				530,000			690,076	(128,979)	2,116,844	2,806,920
		125	WP Regulator Repair/Tule Removal	200,000	200,000				200,000			-	200,000	-	-
11096		USDA	WP AMR/AMI Meter Program	-	25,000							38,451	(13,451)	5,061,608	5,100,059
11107		125	WP SCADA Improvements	-	-							-	-	434	434
<b>Other</b>															
		125	Tank Rehabilitation Program	6,000,000	-							-	-	-	-
11101		108	District Corp Yard	-	110,000							110,984	(984)	2,535,607	2,646,591
<b>TOTALS</b>				<b>60,214,982</b>	<b>11,563,857</b>	<b>10,750,000</b>	<b>8,836,110</b>	<b>2,536,443</b>	<b>2,336,715</b>	<b>4,613,557</b>	<b>1,500,000</b>	<b>3,649,471</b>	<b>7,914,385</b>	<b>15,746,691</b>	<b>19,396,163</b>

**CALAVERAS COUNTY WATER DISTRICT**  
**Capital Improvement Program**  
**Expenditure Report - Wastewater Projects**  
**Year-to-Date through March 31, 2024**

Project No.	Service Area	Fund	Wastewater Projects Project Description	Total Estimated Cost	Cash Flow			Funding FY 23-24				FY 23-24 YTD Expenditures	FY 23-24 Remaining Balance	Prior Years Expenditures	Total Project Expenditures
					FY 23-24 Budgeted Cash Flow	FY 24-25	FY 25-26	Expansion Funds	CIP (125/135)	CIP Loan (123/133)	Grants				
<b>Arnold / Forest Meadows</b>															
15095		135/544	Arnold Secondary Clarifier	8,000,000	1,000,000	3,875,000	2,975,000	900,000	100,000			22,494	977,506	592,878	615,373
15106		135/524	FM UV Disinfection System Replacement	500,000	300,000			200,000	100,000			117,197	182,803	333,706	450,903
		TBD	Arnold Lift Station 2 & 3 Rehab	500,000	-							-	-	-	-
<b>Copper Cove</b>															
15076		133	CC L/S #6, 8 & Force Main Bypass	5,500,000	3,000,000					3,000,000		207,833	2,792,167	3,022,298	3,230,131
15080		133/135	CC L/S #15 & 18 Renovations	3,600,000	3,100,000				2,384,434	715,566		1,433,837	1,666,163	1,121,327	2,555,165
15094T		584	CC Tertiary/UV Improvements	1,996,190	735,238	1,010,952		735,238				53,395	681,843	405,922	459,317
15112		135	Copper Cove Pond 6	4,543,810	667,619	1,838,095	1,838,096		667,619			1,067	666,552	111,329	112,397
		135	CC Lower/Upper X-Country Gravity/Force Main	1,000,000	-		500,000					-	-	-	-
<b>La Contenta / Wallace</b>															
15087		862	Wallace Treatment Plant Renovations	50,000	-							-	-	193,502	193,502
15097		564/135	LC Biolac, Clarifier & UV Improvements	5,500,000	500,000			350,000	150,000			7,383	492,617	1,717	9,100
15092		TBD	Huckleberry Lift Station Improvements	1,123,038	-	1,123,038									
15113		135	LaContenta Sand Filter Rehab	-	-							-	-	50,000	50,000
15114		135	Jenny Lind Force Main	-	-							2,841	(2,841)	5,697	8,539
<b>West Point / Wilseyville / Vallecito</b>															
15091		135	West Point/Wilseyville Consol Constr	10,000,000	5,000,000						5,000,000	2,977,029	2,022,971	2,168,424	5,145,453
15111		135	Vallecito WWTP System Improvements	100,000	50,000							10,641	39,359	108,266	118,907
<b>Other</b>															
15099		135	Headworks Screen Unit	-	-							-	-	-	-
15109		135	Collection System Rehab and I&I Mitigation	850,000	150,000	150,000	150,000		150,000			77,387	72,613	133,955	211,343
<b>TOTALS</b>				<b>43,263,038</b>	<b>14,502,857</b>	<b>7,997,085</b>	<b>5,463,096</b>	<b>2,185,238</b>	<b>3,552,053</b>	<b>3,715,566</b>	<b>5,000,000</b>	<b>4,911,105</b>	<b>9,591,752</b>	<b>8,249,022</b>	<b>13,160,127</b>

**Sewer CIP Loan**

Date of Issuance: June 15, 2022

Area	Project	FY 2023-2024 Budgeted Cash Flow	Prior FY	July 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	June 24	Total	% Exp to Cash Flow
CC	CC L/S 6,8 & Force Main Bypass	3,000,000.00	3,022,298	2,335	98,800	758	1,434	1,486	2,804	5,225	736	94,257	-	-	-	3,230,131	53.84%
CC	CC WW Lift Station 15 & 18 Rehab	715,566.00	1,121,327	5,367	432,909	141,059	136,230	-	-	-	-	-	-	-	-	1,836,893	57.13%
CC	CC Sec/Tertiary & UV Improvements	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
EP	Arnold Secondary Clarifier	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
	<b>Total</b>	<b>3,715,566.00</b>	<b>4,143,625</b>	<b>7,702</b>	<b>531,709</b>	<b>141,817</b>	<b>137,664</b>	<b>1,486</b>	<b>2,804</b>	<b>5,225</b>	<b>736</b>	<b>94,257</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,067,024</b>	<b>55.68%</b>

Loan Proceeds **10,993,725**  
 Remaining Principal Balance **5,926,701**

**Water CIP Loan**

Date of Issuance: June 1, 2022

Area	Project	FY 2023-2024 Budgeted Cash Flow	Prior FY	July 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	June 24	Total	% Exp to Cash Flow
CC	Copper Cove Tank B / Clearwell	2,613,557.00	432,354	373	-	1,875	1,495	5,701	180,678	6,391	136,761	823,753	-	-	-	1,589,381	45.89%
CC	Lake Tulloch Submerged Water Line	-	28,362	-	-	-	-	-	-	-	-	-	-	-	-	28,362	14.18%
CC	CC Tank B Pump Station Renovation	-	22,147	1,076	28,709	(29,786)	-	-	-	-	-	-	-	-	-	22,147	5.54%
CC	CC Zone B-C Trans Line/Pump Station	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
JL	Jenny Lind A-B Transmission Line	2,000,000.00	577,800	374	7,592	8,854	11,243	117,598	43,575	3,367	16,838	15,313	-	-	-	802,554	21.32%
	<b>Total</b>	<b>4,613,557.00</b>	<b>1,060,663</b>	<b>1,823</b>	<b>36,302</b>	<b>(19,057)</b>	<b>12,738</b>	<b>123,299</b>	<b>224,253</b>	<b>9,758</b>	<b>153,599</b>	<b>839,066</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,442,444</b>	<b>132.02%</b>

Loan Proceeds **19,740,919**  
 Remaining Principal Balance **17,298,475**

3b

A G E N D A  
I T E M

3b

# Agenda Item

DATE: April 16, 2024

TO: Finance Committee

FROM: Jeffrey Meyer, Director of Administrative Services

SUBJECT: Report on the FY 2023-24 Second Quarter Investment Activities

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## RECOMMENDED ACTION:

Receive Chandler Asset Management Report on the FY 2023-24 Second Quarter Investment Activity

## SUMMARY:

Stated below are cash and investment balances for September 30 and December 31, along with the change in respective balances:

Asset Description	9/30/2023	12/31/2023	Change
Cash, Umpqua Bank (general account)	\$ 2,242,173	\$ 2,296,267	\$ 54,094
Cash on Hand, Petty Cash & Cash Drawer	600	600	-
Local Agency Investment Fund (LAIF)-District	9,529,460	7,628,005	(1,901,455)
Chandler Asset Management-District	20,227,317	20,300,647	73,330
Chandler Asset Management-Water Loan Proceeds	19,434,916	19,673,276	238,360
Chandler Asset Management-Sewer Loan Proceeds	7,319,111	7,409,395	90,284
Trustee Accounts	111,389	111,389	0
Total Cash and Investments	<u>\$ 58,864,966</u>	<u>\$ 57,419,579</u>	<u>\$ (1,445,386)</u>

District Funds	\$ 56,880,239
Advanced Grant Funds	4,667
Trustee Accounts	111,389
Assessment District Funds	423,284
Total Funds	<u>\$ 57,419,579</u>

This report is pre-audit data for the second quarter of FY 2023-24 and covers the months October through December 2023.

Items to note during the quarter are:

1) The following is a summary of the larger disbursements.

- KW Emerson for payments toward CIP Projects \$1,374,564
- Mazingo Construction for payments toward CIP Projects \$426,675
- ERS Industrial Services for payments toward CIP Projects \$230,688
- ACWA/JPIA for Property/Liability/Auto Insurance \$196,682
- T&S Construction Co. for payments toward CIP Projects \$172,425

2) Funds were transferred from LAIF to the Operating bank account to help meet operational needs.

### **FINANCIAL CONSIDERATIONS:**

Staff continues to monitor cash flow to ensure operational needs are met and excess funds are invested accordingly.



**PORTFOLIO CHARACTERISTICS**

Average Modified Duration	2.43
Average Coupon	2.17%
Average Purchase YTM	2.17%
Average Market YTM	4.41%
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.67 yrs
Average Life	2.62 yrs

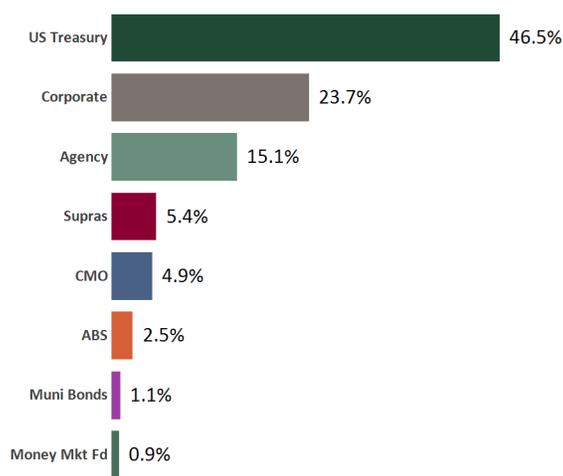
**ACCOUNT SUMMARY**

	Beg. Values as of 11/30/23	End Values as of 12/31/23
Market Value	19,375,743	19,673,690
Accrued Interest	94,312	88,077
<b>Total Market Value</b>	<b>19,470,055</b>	<b>19,761,766</b>
Income Earned	33,665	36,683
Cont/WD		-1,804
Par	20,343,223	20,384,553
Book Value	20,259,533	20,300,647
Cost Value	20,304,208	20,345,543

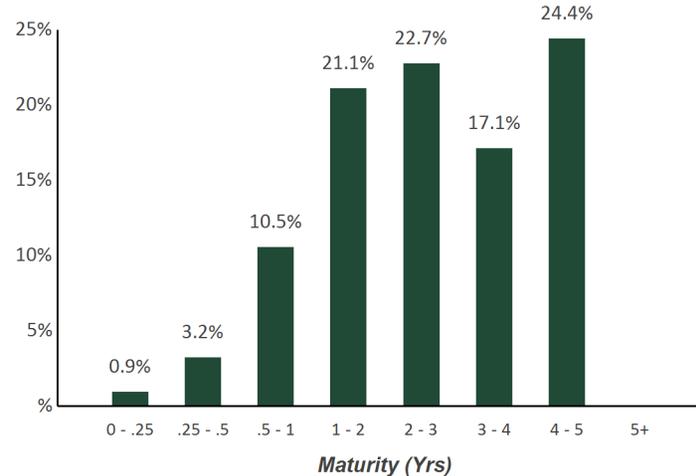
**TOP ISSUERS**

Government of United States	46.5%
Federal Home Loan Mortgage Corp	6.8%
Federal Home Loan Bank	6.7%
Federal National Mortgage Assoc	3.8%
Federal Farm Credit Bank	2.6%
Inter-American Dev Bank	2.5%
Intl Bank Recon and Development	1.9%
Paccar Financial	1.6%
<b>Total</b>	<b>72.4%</b>

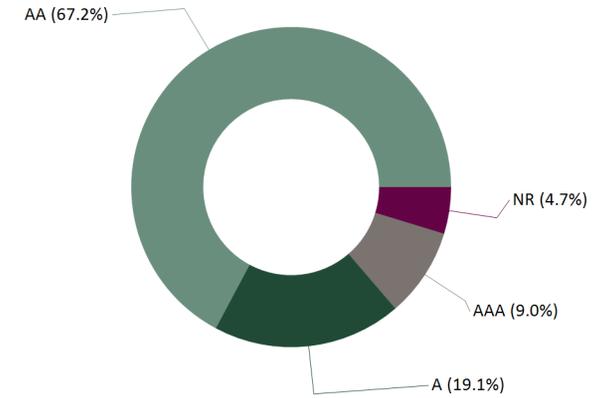
**SECTOR ALLOCATION**



**MATURITY DISTRIBUTION**



**CREDIT QUALITY (S&P)**



**PERFORMANCE REVIEW**

TOTAL RATE OF RETURN	Annualized									
	1M	3M	YTD	1YR	2YRS	3YRS	5YRS	10YRS	2/28/2021	
Calaveras County Water District	1.51%	3.17%	4.71%	4.71%	-0.07%	N/A	N/A	N/A	-0.22%	
ICE BofA 1-5 Yr US Treasury & Agency Index	1.48%	3.09%	4.32%	4.32%	-0.58%	N/A	N/A	N/A	-0.65%	

# Reconciliation Summary

As of December 31, 2023



BOOK VALUE RECONCILIATION		
<b>BEGINNING BOOK VALUE</b>		<b>\$20,259,532.79</b>
<b>Acquisition</b>		
+ Security Purchases	\$0.00	
+ Money Market Fund Purchases	\$99,890.00	
+ Money Market Contributions	\$0.00	
+ Security Contributions	\$0.00	
+ Security Transfers	\$0.00	
<b>Total Acquisitions</b>		<b>\$99,890.00</b>
<b>Dispositions</b>		
- Security Sales	\$0.00	
- Money Market Fund Sales	\$0.00	
- MMF Withdrawals	\$1,803.70	
- Security Withdrawals	\$0.00	
- Security Transfers	\$0.00	
- Other Dispositions	\$0.00	
- Maturities	\$0.00	
- Calls	\$0.00	
- Principal Paydowns	\$56,756.20	
<b>Total Dispositions</b>		<b>\$58,559.90</b>
<b>Amortization/Accretion</b>		
+/- Net Accretion	(\$215.52)	
		(\$215.52)
<b>Gain/Loss on Dispositions</b>		
+/- Realized Gain/Loss	\$0.00	
		\$0.00
<b>ENDING BOOK VALUE</b>		<b>\$20,300,647.37</b>

CASH TRANSACTION SUMMARY		
<b>BEGINNING BALANCE</b>		<b>\$81,063.52</b>
<b>Acquisition</b>		
Contributions	\$0.00	
Security Sale Proceeds	\$0.00	
Accrued Interest Received	\$0.00	
Interest Received	\$42,606.97	
Dividend Received	\$526.83	
Principal on Maturities	\$0.00	
Interest on Maturities	\$0.00	
Calls/Redemption (Principal)	\$0.00	
Interest from Calls/Redemption	\$0.00	
Principal Paydown	\$56,756.20	
<b>Total Acquisitions</b>		<b>\$99,890.00</b>
<b>Dispositions</b>		
Withdrawals	\$1,803.70	
Security Purchase	\$0.00	
Accrued Interest Paid	\$0.00	
<b>Total Dispositions</b>		<b>\$1,803.70</b>
<b>ENDING BOOK VALUE</b>		<b>\$179,149.82</b>



**PORTFOLIO CHARACTERISTICS**

Average Modified Duration	0.00
Average Coupon	4.98%
Average Purchase YTM	4.98%
Average Market YTM	4.98%
Average S&P/Moody Rating	AAA/Aaa
Average Final Maturity	0.00 yrs
Average Life	0.00 yrs

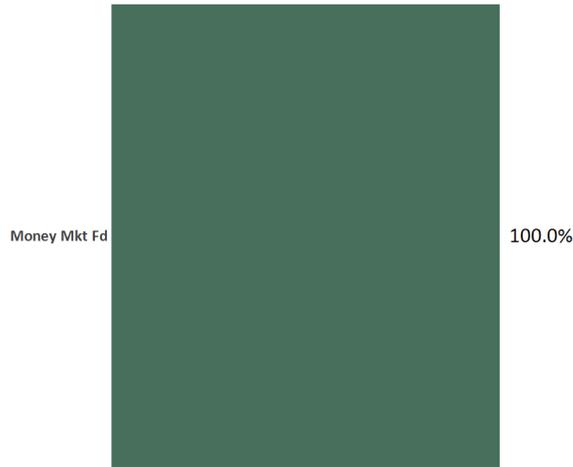
**ACCOUNT SUMMARY**

	Beg. Values as of 11/30/23	End Values as of 12/31/23
Market Value	19,593,200	19,673,276
Accrued Interest	0	0
<b>Total Market Value</b>	<b>19,593,200</b>	<b>19,673,276</b>
Income Earned	82,089	80,076
Cont/WD		0
Par	19,593,200	19,673,276
Book Value	19,593,200	19,673,276
Cost Value	19,593,200	19,673,276

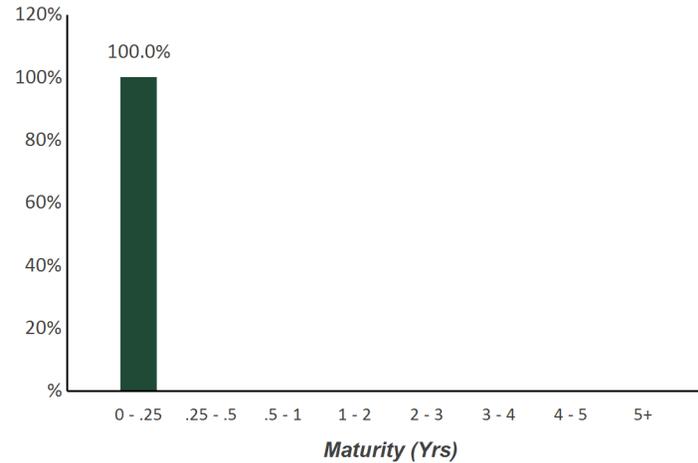
**TOP ISSUERS**

First American Govt Oblig Fund	100.0%
<b>Total</b>	<b>100.0%</b>

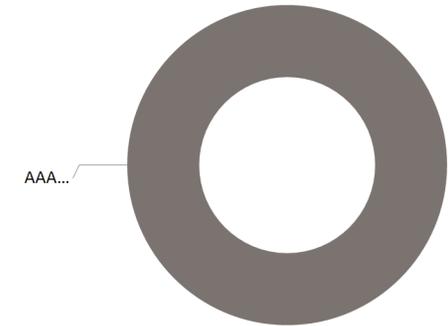
**SECTOR ALLOCATION**



**MATURITY DISTRIBUTION**



**CREDIT QUALITY (S&P)**



# Reconciliation Summary

As of December 31, 2023



BOOK VALUE RECONCILIATION		
<b>BEGINNING BOOK VALUE</b>		<b>\$19,593,200.08</b>
<b>Acquisition</b>		
+ Security Purchases	\$0.00	
+ Money Market Fund Purchases	\$80,075.65	
+ Money Market Contributions	\$0.00	
+ Security Contributions	\$0.00	
+ Security Transfers	\$0.00	
<b>Total Acquisitions</b>		<b>\$80,075.65</b>
<b>Dispositions</b>		
- Security Sales	\$0.00	
- Money Market Fund Sales	\$0.00	
- MMF Withdrawals	\$0.00	
- Security Withdrawals	\$0.00	
- Security Transfers	\$0.00	
- Other Dispositions	\$0.00	
- Maturities	\$0.00	
- Calls	\$0.00	
- Principal Paydowns	\$0.00	
<b>Total Dispositions</b>		<b>\$0.00</b>
<b>Amortization/Accretion</b>		
+/- Net Accretion	\$0.00	
		\$0.00
<b>Gain/Loss on Dispositions</b>		
+/- Realized Gain/Loss	\$0.00	
		\$0.00
<b>ENDING BOOK VALUE</b>		<b>\$19,673,275.73</b>

CASH TRANSACTION SUMMARY		
<b>BEGINNING BALANCE</b>		<b>\$19,593,200.08</b>
<b>Acquisition</b>		
Contributions	\$0.00	
Security Sale Proceeds	\$0.00	
Accrued Interest Received	\$0.00	
Interest Received	\$0.00	
Dividend Received	\$80,075.65	
Principal on Maturities	\$0.00	
Interest on Maturities	\$0.00	
Calls/Redemption (Principal)	\$0.00	
Interest from Calls/Redemption	\$0.00	
Principal Paydown	\$0.00	
<b>Total Acquisitions</b>	<b>\$80,075.65</b>	
<b>Dispositions</b>		
Withdrawals	\$0.00	
Security Purchase	\$0.00	
Accrued Interest Paid	\$0.00	
<b>Total Dispositions</b>	<b>\$0.00</b>	
<b>ENDING BOOK VALUE</b>		<b>\$19,673,275.73</b>



**PORTFOLIO CHARACTERISTICS**

Average Modified Duration	0.00
Average Coupon	4.98%
Average Purchase YTM	4.98%
Average Market YTM	4.98%
Average S&P/Moody Rating	AAA/Aaa
Average Final Maturity	0.00 yrs
Average Life	0.00 yrs

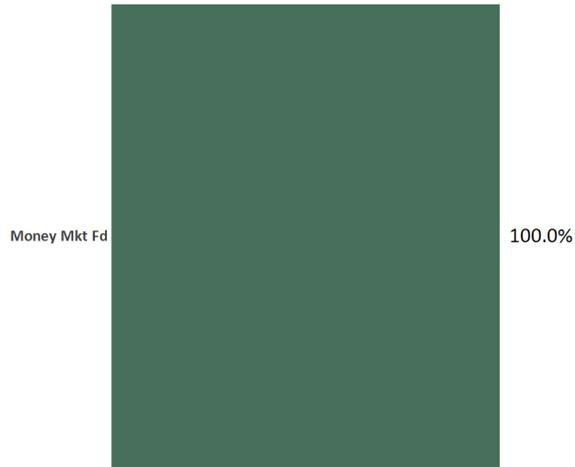
**ACCOUNT SUMMARY**

	Beg. Values as of 11/30/23	End Values as of 12/31/23
Market Value	7,379,237	7,409,395
Accrued Interest	0	0
<b>Total Market Value</b>	<b>7,379,237</b>	<b>7,409,395</b>
Income Earned	30,916	30,158
Cont/WD		0
Par	7,379,237	7,409,395
Book Value	7,379,237	7,409,395
Cost Value	7,379,237	7,409,395

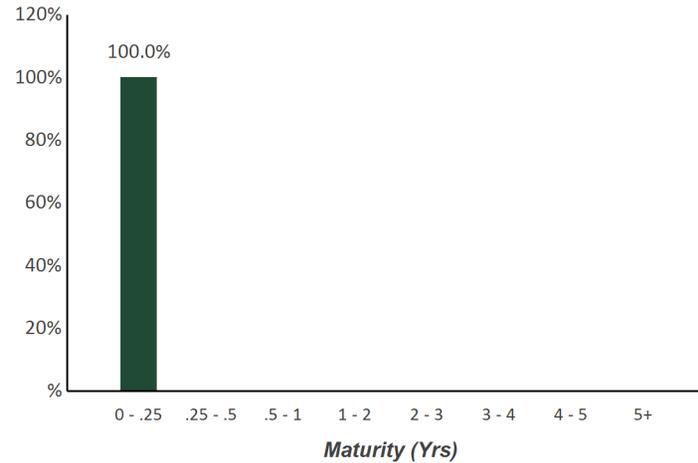
**TOP ISSUERS**

First American Govt Oblig Fund	100.0%
<b>Total</b>	<b>100.0%</b>

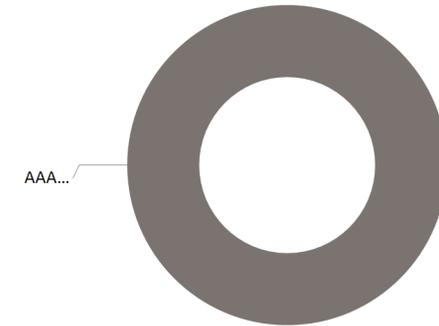
**SECTOR ALLOCATION**



**MATURITY DISTRIBUTION**



**CREDIT QUALITY (S&P)**



# Reconciliation Summary

As of December 31, 2023



BOOK VALUE RECONCILIATION	
<b>BEGINNING BOOK VALUE</b>	<b>\$7,379,236.64</b>
<b>Acquisition</b>	
+ Security Purchases	\$0.00
+ Money Market Fund Purchases	\$30,158.25
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
<b>Total Acquisitions</b>	<b>\$30,158.25</b>
<b>Dispositions</b>	
- Security Sales	\$0.00
- Money Market Fund Sales	\$0.00
- MMF Withdrawals	\$0.00
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$0.00
- Calls	\$0.00
- Principal Paydowns	\$0.00
<b>Total Dispositions</b>	<b>\$0.00</b>
<b>Amortization/Accretion</b>	
+/- Net Accretion	\$0.00
	\$0.00
<b>Gain/Loss on Dispositions</b>	
+/- Realized Gain/Loss	\$0.00
	\$0.00
<b>ENDING BOOK VALUE</b>	<b>\$7,409,394.89</b>

CASH TRANSACTION SUMMARY	
<b>BEGINNING BALANCE</b>	<b>\$7,379,236.64</b>
<b>Acquisition</b>	
Contributions	\$0.00
Security Sale Proceeds	\$0.00
Accrued Interest Received	\$0.00
Interest Received	\$0.00
Dividend Received	\$30,158.25
Principal on Maturities	\$0.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$0.00
<b>Total Acquisitions</b>	<b>\$30,158.25</b>
<b>Dispositions</b>	
Withdrawals	\$0.00
Security Purchase	\$0.00
Accrued Interest Paid	\$0.00
<b>Total Dispositions</b>	<b>\$0.00</b>
<b>ENDING BOOK VALUE</b>	<b>\$7,409,394.89</b>

3c

A G E N D A  
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3c

# Agenda Item

DATE: April 16, 2024  
TO: Finance Committee  
FROM: Jeffrey Meyer, Director of Administrative Services  
SUBJECT: Report on the FY 2023-24 Third Quarter Investment Activities

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## RECOMMENDED ACTION:

Receive Chandler Asset Management Report on the FY 2023-24 Third Quarter Investment Activity

## SUMMARY:

Stated below are cash and investment balances for December 31 and March 31, 2024, along with the change in respective balances:

Asset Description	12/31/2023	3/31/2024	Change
Cash, Umpqua Bank (general account)	\$ 2,296,267	\$ 2,176,408	\$ (119,859)
Cash on Hand, Petty Cash & Cash Drawer	600	600	-
Local Agency Investment Fund (LAIF)-District	7,628,005	7,716,841	88,837
Chandler Asset Management-District	20,300,647	20,364,329	63,682
Chandler Asset Management-Water Loan Proceeds	19,673,276	20,001,017	327,741
Chandler Asset Management-Sewer Loan Proceeds	7,409,395	7,532,821	123,427
Trustee Accounts	111,389	112,789	1,400
Total Cash and Investments	<u>\$ 57,419,579</u>	<u>\$ 57,904,806</u>	<u>\$ 485,227</u>

District Funds	\$ 57,346,288
Advanced Grant Funds	4,688
Trustee Accounts	112,789
Assessment District Funds	<u>441,041</u>
Total Funds	<u>\$ 57,904,806</u>

This report is pre-audit data for the third quarter of FY 2023-24 and covers the months January through March 2024.

Items to note during the quarter are:

1) The following is a summary of the larger disbursements.

- Scheduled debt service payments of \$2,031,174
- T&S Construction Co. for payments toward CIP Projects \$1,135,963
- KW Emerson for payments toward CIP Projects \$849,408
- Mozingo Construction for payments toward CIP Projects \$543,857

2) The change in the Chandler Asset Management Water and Sewer loan proceeds is from interest earned throughout the quarter.

### **FINANCIAL CONSIDERATIONS:**

Staff continues to monitor cash flow to ensure operational needs are met and excess funds are invested accordingly.

# PORTFOLIO SUMMARY



Calaveras County Water District | Account #10767 | As of March 31, 2024

## Portfolio Characteristics

Average Modified Duration	2.53
Average Coupon	2.46%
Average Purchase YTM	2.56%
Average Market YTM	4.91%
Average Quality	AA
Average Final Maturity	2.79
Average Life	2.75

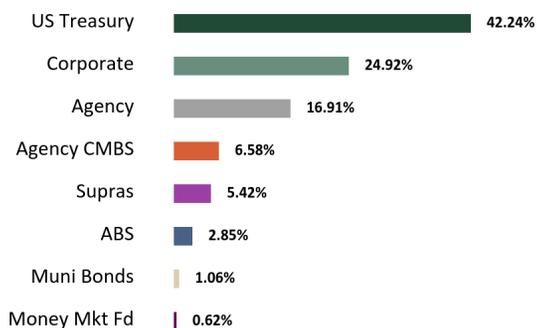
## Account Summary

	Beg. Values as of 03/01/2024	End Values as of 03/31/2024
Market Value	19,614,309.97	19,693,585.02
Accrued Interest	95,271.10	100,358.78
<b>Total Market Value</b>	<b>19,709,581.07</b>	<b>19,793,943.80</b>
Income Earned	39,242.80	38,824.96
Cont/WD	0.00	0.00
Par	20,445,155.53	20,468,818.07
Book Value	20,339,732.03	20,364,329.36
Cost Value	20,351,814.98	20,357,782.22

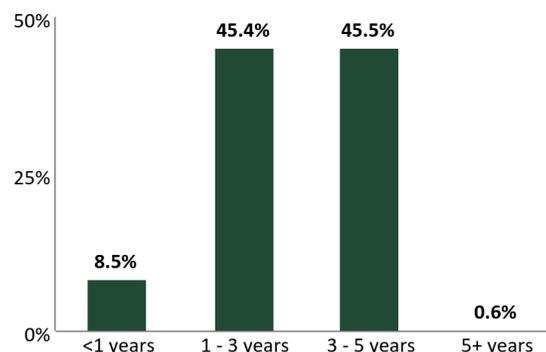
## Top Issuers

United States	42.24%
FHLMC	8.48%
Federal Home Loan Banks	6.60%
Farm Credit System	4.57%
FNMA	3.83%
Inter-American Development Bank	2.53%
International Bank for Recon and Dev	1.90%
PACCAR Inc	1.54%

## Sector Allocation



## Maturity Distribution



## Credit Quality



\*See Footnote

## Performance Review

Total Rate of Return	1M	3M	YTD	1YR	2YRS	3YRS	5YRS	10YRS	Since Inception (03/01/21)
Calaveras County WD	0.44%	0.19%	0.19%	3.22%	1.56%	(0.08%)	--	--	(0.14%)
Benchmark Return*	0.36%	(0.01%)	(0.01%)	2.45%	1.02%	(0.58%)	--	--	(0.60%)

\*Periods over 1 year are annualized.

Benchmark: ICE BofA 1-5 Year Unsubordinated US Treasury & Agency Index Secondary Benchmark: The credit quality is a weighted average calculation of the highest of S&P, Moody's' and Fitch

Execution Time: 04/02/2024 11:25:55 PM

Chandler Asset Management | info@chandlerasset.com | www.chandlerasset.com | 800.317.4747

CONFIDENTIAL | 2

# RECONCILIATION SUMMARY



Calaveras County Water District | Account #10767 | As of March 31, 2024

## Maturities / Calls

Month to Date	0.00
Fiscal Year to Date	(600,000.00)

## Principal Paydowns

Month to Date	(32,881.38)
Fiscal Year to Date	(475,238.01)

## Purchases

Month to Date	889,751.28
Fiscal Year to Date	7,383,156.29

## Sales

Month to Date	(706,231.45)
Fiscal Year to Date	(5,922,963.62)

## Interest Received

Month to Date	31,213.65
Fiscal Year to Date	268,301.26

## Purchased / Sold Interest

Month to Date	1,263.31
Fiscal Year to Date	5,571.34

## Accrual Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2023)
Beginning Book Value	20,339,732.03	20,193,822.42
Maturities/Calls	0.00	(600,000.00)
Principal Paydowns	(32,881.38)	(475,238.01)
Purchases	889,751.28	7,383,156.29
Sales	(706,231.45)	(5,922,963.62)
Change in Cash, Payables, Receivables	(117,304.92)	(117,219.25)
Amortization/Accretion	1,260.32	(3,245.59)
Realized Gain (Loss)	(9,996.52)	(93,982.88)
Ending Book Value	20,364,329.36	20,364,329.36

## Fair Market Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2023)
Beginning Market Value	19,614,309.97	19,027,760.92
Maturities/Calls	0.00	(600,000.00)
Principal Paydowns	(32,881.38)	(475,238.01)
Purchases	889,751.28	7,383,156.29
Sales	(706,231.45)	(5,922,963.62)
Change in Cash, Payables, Receivables	(117,304.92)	(117,219.25)
Amortization/Accretion	1,260.32	(3,245.59)
Change in Net Unrealized Gain (Loss)	54,677.73	495,317.16
Realized Gain (Loss)	(9,996.52)	(93,982.88)
Ending Market Value	19,693,585.02	19,693,585.02

# PORTFOLIO SUMMARY



CCWD - 2022 Water Loan | Account #10985 | As of March 31, 2024

## Portfolio Characteristics

Average Modified Duration	0.00
Average Coupon	4.92%
Average Purchase YTM	4.92%
Average Market YTM	4.92%
Average Quality	AAA
Average Final Maturity	0.00
Average Life	0.00

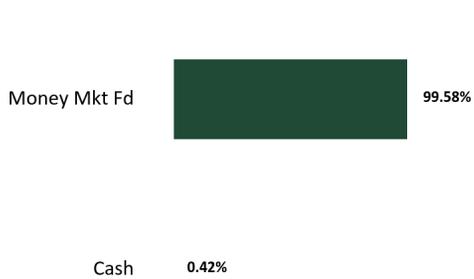
## Account Summary

	Beg. Values as of 03/01/2024	End Values as of 03/31/2024
Market Value	19,917,870.05	20,001,016.89
Accrued Interest	0.00	0.00
<b>Total Market Value</b>	<b>19,917,870.05</b>	<b>20,001,016.89</b>
Income Earned	83,038.76	77,505.64
Cont/WD	0.00	0.00
Par	19,917,870.05	20,001,016.89
Book Value	19,917,870.05	20,001,016.89
Cost Value	19,917,870.05	20,001,016.89

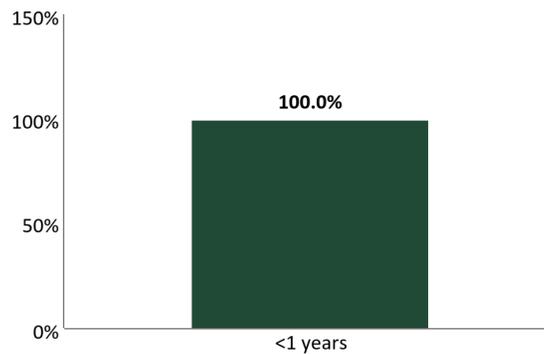
## Top Issuers

First American Govt Oblig fund	99.58%
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## Sector Allocation



## Maturity Distribution



## Credit Quality



\*See Footnote

The credit quality is a weighted average calculation of the highest of S&P, Moody's' and Fitch

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# RECONCILIATION SUMMARY



CCWD - 2022 Water Loan | Account #10985 | As of March 31, 2024

## Maturities / Calls

Month to Date	0.00
Fiscal Year to Date	0.00

## Principal Paydowns

Month to Date	0.00
Fiscal Year to Date	0.00

## Purchases

Month to Date	77,505.64
Fiscal Year to Date	720,939.84

## Sales

Month to Date	0.00
Fiscal Year to Date	(257,465.04)

## Interest Received

Month to Date	77,505.64
Fiscal Year to Date	719,415.75

## Purchased / Sold Interest

Month to Date	0.00
Fiscal Year to Date	0.00

## Accrual Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2023)
Beginning Book Value	19,917,870.05	19,529,175.32
Maturities/Calls	0.00	0.00
Principal Paydowns	0.00	0.00
Purchases	77,505.64	720,939.84
Sales	0.00	(257,465.04)
Change in Cash, Payables, Receivables	5,641.20	8,366.77
Amortization/Accretion	0.00	0.00
Realized Gain (Loss)	0.00	0.00
Ending Book Value	20,001,016.89	20,001,016.89

## Fair Market Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2023)
Beginning Market Value	19,917,870.05	19,529,175.32
Maturities/Calls	0.00	0.00
Principal Paydowns	0.00	0.00
Purchases	77,505.64	720,939.84
Sales	0.00	(257,465.04)
Change in Cash, Payables, Receivables	5,641.20	8,366.77
Amortization/Accretion	0.00	0.00
Change in Net Unrealized Gain (Loss)	0.00	0.00
Realized Gain (Loss)	0.00	0.00
Ending Market Value	20,001,016.89	20,001,016.89

# PORTFOLIO SUMMARY



CCWD - 2022 Sewer Loan | Account #10986 | As of March 31, 2024

## Portfolio Characteristics

Average Modified Duration	0.00
Average Coupon	4.92%
Average Purchase YTM	4.92%
Average Market YTM	4.92%
Average Quality	AAA
Average Final Maturity	0.00
Average Life	0.00

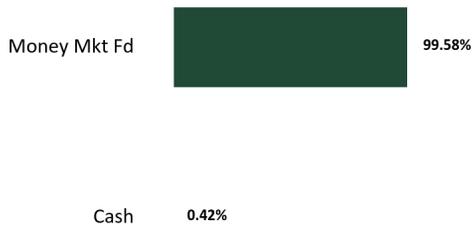
## Account Summary

	Beg. Values as of 03/01/2024	End Values as of 03/31/2024
Market Value	7,501,506.49	7,532,821.42
Accrued Interest	0.00	0.00
<b>Total Market Value</b>	<b>7,501,506.49</b>	<b>7,532,821.42</b>
Income Earned	31,274.21	29,190.32
Cont/WD	0.00	0.00
Par	7,501,506.49	7,532,821.42
Book Value	7,501,506.49	7,532,821.42
Cost Value	7,501,506.49	7,532,821.42

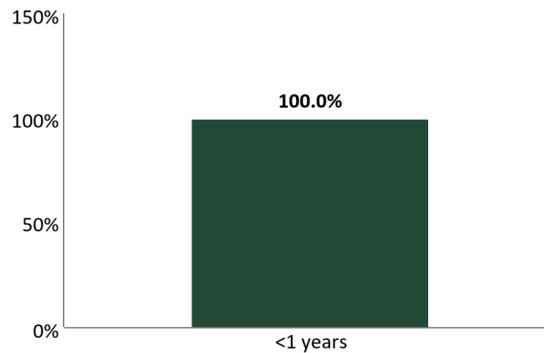
## Top Issuers

First American Govt Oblig fund	99.58%
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## Sector Allocation



## Maturity Distribution



## Credit Quality



\*See Footnote

The credit quality is a weighted average calculation of the highest of S&P, Moody's' and Fitch

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# RECONCILIATION SUMMARY



CCWD - 2022 Sewer Loan | Account #10986 | As of March 31, 2024

## Maturities / Calls

Month to Date	0.00
Fiscal Year to Date	0.00

## Principal Paydowns

Month to Date	0.00
Fiscal Year to Date	0.00

## Purchases

Month to Date	29,190.32
Fiscal Year to Date	282,687.62

## Sales

Month to Date	0.00
Fiscal Year to Date	(1,226,749.46)

## Interest Received

Month to Date	29,190.32
Fiscal Year to Date	282,806.48

## Purchased / Sold Interest

Month to Date	0.00
Fiscal Year to Date	0.00

## Accrual Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2023)
Beginning Book Value	7,501,506.49	8,478,031.95
Maturities/Calls	0.00	0.00
Principal Paydowns	0.00	0.00
Purchases	29,190.32	282,687.62
Sales	0.00	(1,226,749.46)
Change in Cash, Payables, Receivables	2,124.61	(1,148.69)
Amortization/Accretion	0.00	0.00
Realized Gain (Loss)	0.00	0.00
Ending Book Value	7,532,821.42	7,532,821.42

## Fair Market Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2023)
Beginning Market Value	7,501,506.49	8,478,031.95
Maturities/Calls	0.00	0.00
Principal Paydowns	0.00	0.00
Purchases	29,190.32	282,687.62
Sales	0.00	(1,226,749.46)
Change in Cash, Payables, Receivables	2,124.61	(1,148.69)
Amortization/Accretion	0.00	0.00
Change in Net Unrealized Gain (Loss)	0.00	0.00
Realized Gain (Loss)	0.00	0.00
Ending Market Value	7,532,821.42	7,532,821.42

3d



AGENDA  
ITEM

3d

# Agenda Item

DATE: April 16, 2024

TO: Finance Committee

FROM: Jeffrey Meyer, Director of Administrative Services

SUBJECT: Discussion/Direction Regarding Extending the Agreement with Richardson & Company for Auditing Services for the Fiscal Year Ending June 30, 2024

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## **RECOMMENDED ACTION:**

Discussion/Direction Regarding Extending the Agreement with Richardson & Company for Auditing Services for the Fiscal Year Ending June 30, 2024.

## **SUMMARY:**

Richardson & Company (“Richardson”) has provided financial auditing services to the District since the Fiscal Year ending June 30, 2016. The District’s agreement with Richardson ended with the completion of the audited financial statements for the Fiscal Year ending June 30, 2023. All work completed by Richardson has been accurate and exceptionally good.

Under normal circumstances the District would circulate a Request for Proposal (“RFP”) for auditing services. However, due to the extended absence of the Director of Administrative Service and the hiring of two new accountants, staff believes that extending the agreement is in the best interest of the District to complete the audit on schedule.

Staff requested a quote from Richardson to extend the agreement to cover the audit for the Fiscal Year ending June 30, 2024 (attached). The increase from the FY 2022-23 audit is \$2,000. Staff proposes the District retain the services of Richardson for one year and send out an RFP for auditing services beginning with the Fiscal Year ending June 30, 2025.

## **FINANCIAL CONSIDERATIONS:**

None at this time.

*Attachment: Richardson & Company Auditing Services Fee Proposal for the Fiscal Year Ending June 30, 2024*

	Actual Fees 2023	Proposed Increase	Proposed Fees 2024	Proposed Fees 2024 Rounded
District Financial Statements	\$ 30,125	3.50%	\$ 31,179	\$ 31,200
(Optional) Single Audit	4,700	300	5,000	5,000
(Optional Lump Sum) - State Controller Report District	775	3.50%	802.13	800
(Optional Lump Sum) - State Controller Report Finance Authority			600.00	600
	<u>\$ 35,600</u>		<u>\$ 37,582</u>	<u>\$ 37,600</u>
				\$ 2,000
				5.62%

The single audit fee has not been adequate to cover payroll so we increased that fee more than inflation. That fee would only apply if a single audit of federal grants is required. Also the State Controller's Report fee has not been adequate to prepare the 27 page Public Financing Authority State Controller Report and the District's 55 page report. When we bid the Finance Authority report did not include a page for each debt instrument and the Financing Authority was reported in a separate fund that could be used for the State Controller's Report. We now have to create a Public Financing Authority financial statement from Water Fund accounts before completing the report and have to include 7 pages of debt information at the State Controller's Office request. We added a separate fee for the Finance Authority report as a result.

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A G E N D A  
I T E M

3f

# Agenda Item

DATE: April 16, 2024

TO: Finance Committee

FROM: Kelly Richards, Business Services Manager

SUBJECT: Discussion/Direction on the District's Customer Assistance Program Enrollment and Policy

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## RECOMMENDED ACTION:

Discussion/Direction of proposed changes to the Customer Assistance Program Policy to encourage broader engagement.

## SUMMARY:

At the March 19, 2024, Finance Committee meeting, staff discussed the current Customer Assistance Program (CAP) and wavering enrollment numbers, with recommendations on ways to incentivize customers to apply. At the Committee's request, staff evaluated alternative enrollment requirements for the program, in addition to considering applications from customers whose accounts are not current.

Staff proposes program policy changes (see Attachment A). The most notable changes include:

- *Upon initial application or renewal, the applicant's account must not be more than 90 days delinquent.*

This is a change from requiring the applicant's account be current and without delinquency.

- *A copy of the most recent PG&E bill showing participation in the CARE Program or proof of enrollment by the applicant in any of the following qualifying public assistance programs: LIHEAP, WIC, Medi-Cal, CalFresh/SNAP, CalWORKS (TANF), or SSI/SSP.*

This is a change from requiring the applicant provide proof of PG&E CARE Program enrollment or required documentation verifying a household income at or below 200% of the federal poverty level.

- *Applicants who cannot provide proof of CARE Program or qualifying public assistance program participation will be referred to PG&E, The Resource Connection, and the Amador Tuolumne Community Action Agency (ATCAA) to inquire about enrollment in any of the qualifying programs.*

This is a change from referring applications to The Resource Connection for income verification, which the agency can only provide for those mutual customers who are enrolled in The Resource Connection programs.

- *If a CCWD customer enrolled in the CAP allows their account to become 90 or more days delinquent, they will be removed from the CAP and be ineligible to reapply for the program on any property served by CCWD for the remainder of the current Fiscal Year. Once removed from the program, customers may only reapply for the CAP credit if their account is not more than 90 days delinquent.*

This is a change from removing CAP customers from the program if a CCWD customer on the CAP does not pay a second delinquency notice by its due date twice within a 12-month period, and once removed from the program, may only reapply if they have no additional unpaid second delinquency notices during the twelve months following their removal.

Staff believes that modification to program eligibility requirements – adding additional public assistance program enrollments – will greatly increase the number of CCWD customers who will become eligible for the CAP. Household income eligibility is verified through the agencies managing these other programs, so no additional CCWD staff time will be needed to facilitate enrollment or renewal.

Changes to the account delinquency requirements may open the program to those account holders who need CAP credit. However, staff does not see this change as one that is accepted by other water agencies with assistance programs and proposes that additional consideration may be needed before implementing this change.

Based on comments and direction from the Finance Committee, additional modifications may be needed prior to presenting the policy changes at a future Board Meeting.

#### **STRATEGIC PLAN GOALS & OBJECTIVES:**

PI – 10 Maintain up-to-date District policies.

PI – 11 Continue to offer our low-income Payment Assistance Program.

#### **FINANCIAL CONSIDERATIONS:**

None at this time.

*Attachments: Attachment A – Customer Assistance Program Analysis*

Attachment A: Customer Assistance Program (CAP) Policy  
Current vs. Proposed Change Analysis

<b>Current</b>	<b>Proposed Change</b>
<p>Section 21.2 Program Year</p> <p>The program will launch on January 2, 2019. In future years, the program will run on the fiscal year, from July 1 through June 30 of the following year. Funds will be distributed to eligible customers on a first-come, first served basis, until program revenues for the fiscal year are depleted or the maximum number of customers has been reached.</p>	<p>Section 21.2 Program Period</p> <p>The program runs on a Fiscal Year timeframe, from July 1 through June 30 of the following year. Funds are distributed to eligible customers on a first-come, first-served basis until program funds are depleted or the maximum number of customers is reached.</p>
<p>Section 21.4 General Eligibility Requirements</p> <p>21.4.1 The applicant may only apply for a CAP credit for their permanent residence.</p> <p>21.4.2 The applicant must submit the following items:</p> <ul style="list-style-type: none"> <li>• A valid CCWD CAP application filled out and signed.</li> <li>• A copy of a current PG&amp;E bill showing participation in the PG&amp;E CARE Program, or required documentation verifying a household income at or below 200% of the federal poverty guidelines.</li> <li>• If not the legal deeded owner of the property, the applicant must provide a copy of their current rental agreement which contains the property address, name of owner and tenant and is signed by both parties. The tenant’s name on the rental agreement must match the name on the PG&amp;E bill. If there is no written rental agreement, the CCWD Customer Service manager may accept a CAP tenant authorization form that is signed by the legal deeded property owner.</li> </ul> <p>21.4.3 When initially applying for the program, the applicant’s account must be in good standing with CCWD.</p>	<p>Section 21.4 General Qualifications</p> <p>21.4.1 To qualify for the CAP discount, you must meet the following requirements:</p> <ul style="list-style-type: none"> <li>• The water bill must be in your name as the legal deeded owner. <b>NOTE:</b> If not the legal deeded owner of the property, see Section 21.4.2 for more details.</li> <li>• You must be a full-time resident at the address where the credit will be applied.</li> <li>• You must reapply each time you move within CCWD jurisdiction.</li> <li>• You must renew your complete eligibility application annually.</li> </ul> <p>21.4.2 The applicant must submit the following items:</p> <ul style="list-style-type: none"> <li>• A valid CCWD CAP application completed and signed by the legal deeded property owner/account holder.</li> <li>• If applicant is not the legal deeded owner of the property, the applicant must provide a copy of their current rental agreement which contains the property address, name of owner and tenant, and is signed by both parties. The tenant’s name on the rental agreement must match the name on the PG&amp;E bill or Proof of enrollment in other qualifying public assistance programs. If there is no written rental</li> </ul>

	<p>agreement, the CCWD Business Services Manager may accept a CAP tenant authorization form that is signed by the legal deeded property owner.</p> <ul style="list-style-type: none"> <li>• A copy of the most recent PG&amp;E bill showing participation in the CARE Program or proof of enrollment by the applicant in any of the following qualifying public assistance programs: LIHEAP, WIC, Medi-Cal, CalFresh/SNAP, CalWORKS (TANF), or SSI/SSP.</li> </ul> <p>21.4.3 When initially applying for the program, the applicant’s account must not be more than 90 days delinquent.</p>
<p>21.5 Income Eligibility Requirements</p> <p>The income eligibility level shall be established at 200% of the United States Department of Health and Human Services (HHS) federal poverty in effect at the beginning of the program year.</p>	<p><b>REMOVE</b></p> <p>Income eligibility is established through enrollment in the PG&amp;E CARE Program or the other listed qualifying public assistance programs.</p>
<p>21.6 Applications</p> <p>Applications must be fully filled out, signed, and submitted to the CCWD Customer Service Department, along with proof of participation in the PG&amp;E CARE Program, such as a copy of a current bill. Applicants who cannot provide proof of PG&amp;E CARE Program participation will be referred to The Resource Connection for income verification and will be asked to provide additional information to verify their income is at or below 200% of the federal poverty guideline.</p>	<p>21.6 Applications</p> <p>Applications must be fully completed, signed, and submitted to the CCWD Customer Service Department, along with proof of participation in the PG&amp;E CARE Program or proof of enrollment in any of the qualifying public assistance programs. Applicants who cannot provide proof of CARE Program or qualifying public assistance program participation will be referred to PG&amp;E, The Resource Connection, and the Amador Tuolumne Community Action Agency (ATCAA) to inquire about enrollment in any of the qualifying programs.</p>
<p>21.7 Participant Eligibility Verification</p> <p>In order to continue receiving financial assistance for the following program year, existing program participants are required to keep their CCWD accounts in good standing and reapply for the program each year between April 1 and May 31. When reapplying, program participants must submit a new application, proof of participation in the PG&amp;E CARE Program, such as a current bill, and if a tenant, a copy of the current rental agreement. If a PG&amp;E bill is not available, The Resource Connection will ask for additional information from the customer to verify that their</p>	<p>21.7 Eligibility Conditions</p> <p>To continue receiving assistance under the CAP for the qualifying Fiscal Year, existing program participants cannot have an account 90 or more days delinquent at the time of reapplication.</p> <p>Customers must reapply for the program each year between April 1 and May 31. When reapplying, customers must complete the eligibility application in its entirety, including proof of enrollment in a qualifying assistance program.</p>

<p>income is at or below 200% of the federal poverty guideline. Existing program participants will not lose their place in the program as long as they reapply within the required time frame and still meet eligibility requirements. However, if a program participant does not verify eligibility by May 31 of each year starting in 2020, they will be removed from CCWD's CAP, and any openings in the program will be filled on a first-come first-served basis.</p>	<p>Existing CAP customers reapplying for the upcoming Fiscal Year will not lose their place in the program if they submit a completed application within the required time frame and still meet CAP eligibility requirements. If an existing CAP customer does not submit a completed application including proof of enrollment in a qualifying assistance program by May 31 of each year, they will be removed from the CAP and the resulting opening will be filled on a first-come, first-served basis.</p>
<p>21.8 Change of Eligibility Status</p> <p>Customers who are receiving assistance from this program must notify the CCWD Customer Service Department if their household income no longer qualifies for the CAP, at which time the assistance will be discontinued. Failure to notify CCWD when a household no longer meets the qualifications for the program will result in the customer's permanent removal from the CAP and revocation of any credits received during the current program year, which would become immediately due and payable.</p> <p>Customers enrolled in the program who provide incorrect information on their application may be permanently removed from the program. All credits previously provided to those customers may be revoked and become immediately due and payable. Failure to make restitution for the amounts prescribed in this section may subject the customer to CCWD collection procedures, as set forth in the CCWD Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service.</p> <p>After January 2, 2019, if a CCWD customer on the CAP does not pay a second delinquency notice by its due date twice within a 12-month period, they will be removed from the CAP and be ineligible to reapply for the program on any property served by CCWD for 12 months. Once removed from the program, customers may only reapply for the CAP credit if they have no additional unpaid second delinquency notices during the 12-months following their removal.</p>	<p>21.8 Change of Eligibility Status</p> <p>Customers who are receiving assistance from the CAP must notify the CCWD Customer Service Department if they are no longer enrolled in a qualifying public assistance program, at which time the CAP assistance will be discontinued. Failure to notify CCWD when a household no longer meets the qualifications for the program will result in the customer's permanent removal from the CAP and revocation of any credits received during the current program year, which would become immediately due and payable.</p> <p>Customers enrolled in the program who provide incorrect information on their application may be permanently removed from the program. All credits previously provided to those customers may be revoked and become immediately due and payable. Failure to make restitution for the amounts prescribed in this section may subject the customer to CCWD collection procedures, as set forth in the CCWD Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service.</p> <p>If a CCWD customer enrolled in the CAP allows their account to become 90 or more days delinquent, they will be removed from the CAP and be ineligible to reapply for the program on any property served by CCWD for the remainder of the current Fiscal Year. Once removed from the program, customers may only reapply for the CAP credit if their account is not more than 90 days delinquent.</p>