# Union Sanitary District Union City, California Adopted Operating \& CIP Budget 

## FY 2020



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DATE: June 24, 2019
MEMO TO: Board of Directors - Union Sanitary District
FROM: Paul R. Eldredge, General Manager/District Engineer Laurie Brenner, Finance \& Acquisition Services Coach

SUBJECT: Fiscal Year 2020 Adopted Operating and CIP Budget

Union Sanitary District (USD) staff is pleased to present the comprehensive annual budget for Fiscal Year (FY) 2020 to the Board of Directors. This budget covers the period from July 1, 2019 through June 30, 2020. The District continues to focus on the operation and maintenance of its infrastructure and assets, capital project construction, planning, and effective use of technology.

## Outstanding Performance and Cost-Effective Service for the District's Customers

In keeping with our Mission, the District continues to provide a high level of award-winning service to its customers at competitive rates. During FY 2016, USD conducted a major Cost of Service Analysis (COSA) to determine a five-year rate plan that met all requirements related to charges for services under Proposition 218. The COSA took into consideration current and future operational and capital costs, and reserve requirements for the next five years. The study provided the District with a baseline against which we can analyze future USD needs. The Sewer Service Charge for FY 2020 incorporates the fourth rate increase of the five-year rate increase plan. The annual single-family rate will increase from $\$ 407$ to $\$ 421$ in FY 2020, and to $\$ 436$ by the fifth year (FY 2021). This increased rate is still well below the national average annual sewer service charge of $\$ 504$ as reflected in the 2018 National Association of Clean Water Agencies price index. The average annual rate of the 35 Bay Area agencies the District surveys is $\$ 623.40$.

We continue the District's record of outstanding stewardship and service. Once again, USD received the Platinum Award from the National Association of Clean Water Agencies for Peak

Performance for operating for ten consecutive years without exceeding the limits or conditions of the District's permit. This is a tribute to the outstanding work by District Operations and Maintenance teams. We continue to average less than one spill per hundred miles of pipeline per year, ranking us among the best in the State, while doing so in a very cost-effective manner. The District Collections Services and Environmental Compliance groups have successfully implemented measures to minimize spills and back-ups.

## Financial State of the District

The current (general) improvement in the economy has had positive effects on the District. Revenues are increasing over the prior fiscal year, but we anticipate a slight decrease in development activity in our service area. While economic improvements have proven beneficial, the District continues to exercise fiscal prudence considering our ever-increasing expenses. It is because of this cautionary approach that the District has continued to remain financially healthy.

USD has seen slight decreases in permit applications in the past twelve months, and that is expected to continue in FY 2020. A portion of USD capital projects is funded by capacity fees; however, the majority are funded through Sewer Service Charges. The District continues to be vigilant in its efforts to control expenses. Like other agencies, USD faces significant pressures associated with the costs of health care and pensions, as well as costs for treatment plant chemicals and utilities (primarily PG\&E), in addition to other capital expenditures.

## Revenues

Sewer Service Charges are expected to increase from $\$ 57$ million in FY 2019 to $\$ 60$ million in FY 2020 due to previously approved rate increases and the addition of new users. With approximately $73.41 \%$ of the District's revenue based on residential customers; USD's income remains relatively stable despite the slight volatility in non-residential revenues.

Capacity Fee revenues incorporate increased Capacity Fees approved by the Board, effective July 1, 2016. As previously stated, the Tri-City area has experienced a continued increase in construction development; however, there are indicators that this trend is beginning to slow down. As a result, total Capacity Fee revenues are expected to come in at $\$ 13.6$ million in FY 2020, which is below both the 2019 actual and original FY 2019 budgeted values. Anticipated expenditures associated with capacity fees over the next several years indicate that there will likely be an overall declining balance in this fund, starting in FY 2020 as projects associated with the Plant Master Plan begin at the District.

## Expenditures

Total expenditures in the Sewer Service Fund for the coming fiscal year are projected to increase by 23.2\%. Operating expenses are anticipated to increase by $9.5 \%$, primarily due to salary and pension contribution rate increases, as well as the addition of professional consulting
services intended to support training necessary for long-term succession planning. Chemical costs had been relatively stable due to the District's participation in the Bay Area Chemical Consortium for many years; however, significant increases in several chemicals utilized in the treatment process are reflected in the FY 2020 budget.

No significant changes to the number of District employees are budgeted during this fiscal year. The District filled many vacancies during FY 2019, mostly attributable to planned retirements, with just a few voluntary separations. Balancing the District's ability to attract and retain a qualified workforce against the bottom line will continue to be a challenge as more of our tenured workforce becomes eligible for retirement.

Capital project spending will continue to focus on rehabilitation and replacement of key elements of the wastewater treatment plant and collections system pipeline. Many of the District's buildings and treatment processes have been in operation for over 35 years. Replacing and upgrading these facilities and equipment will ensure that we can efficiently operate the plant in the long-term. Projects for FY 2020 include plant facilities improvements such as a seventh anaerobic digester, standby power generation system upgrades, and pump station improvements.

Staff conducted a thorough analysis of the infrastructure needs of the District and developed a 20-year Capital Improvement Plan (CIP) that totals approximately $\$ 1.09$ billion. The total CIP budgeted for FY 2020 is just over $\$ 21.9$ million, compared to $\$ 10.2$ million in FY 2019. USD continues to keep its CIP costs as low as possible by taking advantage of available low interest loans through the State and federally funded Clean Water State Revolving Fund (SRF) program administered by the State Water Resources Control Board (as available), although the District continues to explore alternative financing methods that give the District greater flexibility while still meeting our policy requirements for debt.

The Information Systems Renewal and Replacement (R\&R) Program will continue to fund new projects, such as Non-Residential Billing Program Replacement, the replacement of older servers and hardware for business continuity, and disaster recovery.

Special Projects Fund expenditures will increase from \$1.4 million in FY 2019 to just over \$4.3 million in FY 2020. Of the $\$ 4.3$ million, $\$ 352,000$ is for special projects that will carry forward to FY 2020. Some of the studies planned or continuing this year include the Old Alameda Creek Report of Discharge, Odor Control Pilot Study and the IT Master Plan. Other expenditures include those for the Outreach programs, including the USD newsletter, and GIS Joint Powers Authority (JPA).

## Balanced Budget, Reserves and Rates

USD has long operated with a balanced budget and FY 2020 is no exception. District reserves continue to be stable.

## Conclusion

The District's high level of service and competitive rates reflect its highly efficient and customer-oriented staff. The District is fortunate to have a very talented and dedicated workforce. The District is firmly committed to meeting every challenge brought forth while building a premier organization. This budget enables us to continue to move forward in meeting those challenges. By continuing to follow the budget policy set forth by the District, we will continue to deliver the highest level of service hopefully for the next 100 years, and beyond.


Total Expenditures
\$76,811,500


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## SUMMARY AND COMMENTS

## Budget Summary - All Funds (Sewer Service and Capacity Funds)

|  | Budget <br> FY 2019 | Estimated <br> Actual FY 2019 | Adopted <br> Budget FY 2020 | \% Change |
| :--- | ---: | ---: | ---: | :---: |$|$| \% |
| :--- |
| Total Revenues |
| Sewer Service Charges |

Adopted Combined Budget - Sewer Service and Capacity Funds

|  | Sewer Service Fund (Incl Fund 80) | Capacity Fund (Fund 90) | Total |
| :---: | :---: | :---: | :---: |
| Total Revenues |  |  |  |
| Sewer Service Charges | \$60,099,000 | \$0 | \$60,099,000 |
| Capacity Fees | 0 | 13,567,000 | 13,567,000 |
| Work Group Revenues | 1,283,500 | 0 | 1,283,500 |
| Interest | 850,000 | 500,000 | 1,350,000 |
| Other | 387,000 | 125,000 | 512,000 |
| SRF Loan Proceeds | 0 | 0 | 0 |
| Total Revenues | \$62,619,500 | \$14,192,000 | \$76,811,500 |
| Total Expenditures |  |  |  |
| Operating | \$43,689,365 | \$ 0 | \$43,689,365 |
| Capital Projects (90\%) | 12,132,000 | 7,600,500 | 19,732,500 |
| Debt Service | 2,785,617 | 1,116,463 | 3,902,080 |
| Special Projects | 4,354,600 | 0 | 4,354,600 |
| Other Internal Funds | 1,260,750 | 0 | 1,260,750 |
| Total Expenditures | \$64,222,332 | \$8,716,963 | \$72,939,295 |
| Revenues in Excess of Expenditures - To Reserves | $(\$ 1,602,832)$ | \$5,475,037 | \$3,872,205 |

## SEWER SERVICE FUND

The FY 2020 budget for the Sewer Service Fund is presented below:

|  | $\begin{gathered} \text { Budget } \\ \text { FY } 2019 \end{gathered}$ | Estimated Actual FY 2019 | Adopted <br> Budget FY 2020 | \% Change |
| :---: | :---: | :---: | :---: | :---: |
| Total Revenues |  |  |  |  |
| Sewer Service Charges | \$57,016,142 | \$58,250,000 | \$60,099,000 | 5.4 |
| Work Group Revenues | 1,326,550 | 1,264,672 | 1,283,500 | (3.2) |
| Interest | 375,000 | 1,000,000 | 850,000 | 126.7 |
| Other | 125,000 | 1,169,800 | 387,000 | 209.6 |
| SRF Loan Proceeds | 0 | 0 | 0 | 0 |
| Total Revenues | \$58,842,692 | \$61,684,472 | \$62,619,500 | 6.4 |
| Total Expenditures |  |  |  |  |
| Operating | \$39,902,746 | \$39,532,067 | \$43,689,365 | 9.5 |
| Capital Projects (90\%) | 6,142,500 | 5,100,000 | 12,132,000 | 97.5 |
| Debt Service | 2,785,617 | 2,785,617 | 2,785,617 | 0.0 |
| Special Projects | 1,410,000 | 840,005 | 4,354,600 | 208.8 |
| Other Internal Funds | 1,872,501 | 1,706,201 | 1,260,750 | (32.7) |
| Total Expenditures | \$52,113,364 | \$49,963,890 | \$64,222,332 | 23.2 |
| Revenues in Excess of Expenditures - To Reserves | \$6,729,328 | \$11,720,582 | (\$1,602,832) | (123.8) |

REVENUES: Revenues in the Sewer Service Fund are anticipated to increase $5.4 \%$ in comparison to the FY 2019 budget. With respect to the estimated actual amounts for FY 2019, the FY 2020 budget is 3.2\% more. Each of the individual revenue elements is discussed below:

Sewer Service Charges: The principal revenue source for the Sewer Service Fund is the annual Sewer Service Charges, estimated to be just over $\$ 60$ million in FY 2020. This is $5.4 \%$ more than the prior year's budget amount. For the last two years the budget estimate has been based on a new wastewater rate and cost of service study, resulting in the adoption of a five-year rate plan in January 2016, pursuant to the requirements of Proposition 218. The existing annual sewer service charge for Single Family Dwellings (SFD) will increase from $\$ 407.12$ in FY 2019 to $\$ 421.37$ in FY 2020 (an increase of 3.5\%), and the annual Multi-family Dwelling rate will increase from \$352.97 in FY 2019 to $\$ 365.32$ in FY 2020 (also an increase of $3.5 \%$ ). Residential rates account for $73.41 \%$ of total sewer service charge revenues. For non-residential customers, rates are calculated annually using flow based on water usage and sewage strength.

Work Group Revenues: These revenues consist of things like field inspection fees, plan check fees, permits, external work orders, and services provided to the City of Fremont's Urban Runoff program. Because these items tend to vary based on external demands, anticipated revenues are typically estimated in a conservative manner. The FY 2020 budget estimate is $\$ 43,050(3.2 \%)$ lower than the prior year's budget amount.

Interest: Interest income is expected to increase 126.7\% from the FY 2019 budget amount. This change is based on new, high yield investment instruments being added to the portfolio and strong returns projected based on a strong economy. All indications are that the Federal Reserve will keep interest rates flat rates even if the overall economy continues to strengthen.

Other: Other revenues consist of rebates from the Self-Generation Incentive Program (SGIP) administered by the California Public Utilities Commission (CPUC) related to cogeneration and other miscellaneous income, including the sale of surplus equipment. This item is expected to increase by 209.6\% from the FY 2019 budget amount, primarily because of the end of the PG\&E solar rebate program which impacted last year.

SRF Loan Proceeds: Although the State Revolving Fund (SRF) has been, and will likely continue to be, an ongoing source of funding for District capital needs, no SRF loan proceeds are anticipated to be received in FY 2020.

EXPENDITURES: Expenditures in the Sewer Service Fund are anticipated to increase $23.2 \%$ in comparison to the FY 2019 budget. Each of the individual expenditure elements is discussed below:

Operating: Operating expenditures are those required for the day-to-day operations of the District, including maintenance, regulatory activities, engineering, and administration. Operating expenditures are estimated to increase $9.5 \%$ in FY 2020. Of that increase, $9.0 \%$ is due primarily to salaries and benefits adjustments in accordance with the District's Memorandum of Understanding (MOU) with its classified employees, performance-based merit increases for the Unclassified staff, and increased California Public Employees' Retirement System (CalPERS) contributions.

Below is additional information about the components of salaries and benefits:

|  | Budget <br> FY 2019 | Adopted Budget FY 2020 | Dollar Change | \% Change |
| :---: | :---: | :---: | :---: | :---: |
| Wages | \$17,198,665 | \$18,396,408 | \$1,197,743 | 7.0 |
| CalPERS Contributions | 4,433,146 | 5,432,246 | 999,100 | 22.5 |
| Workers' Compensation | 314,142 | 322,808 | 8,666 | 2.8 |
| Other (Medical, Medicare) | 3,758,768 | 3,858,369 | 99,601 | 2.6 |
| Vacancy Factor (2\%) | $(508,028)$ | $(552,952)$ | $(44,924)$ | 8.8 |
| Total Salaries and Benefits | \$25,196,693 | \$27,456,879 | \$2,260,186 | 9.0 |

Increased payments to CalPERS are the result of both increased wages an increase in the CalPERS contribution rate, from $25.359 \%$ in FY 2019 to $29.203 \%$ in FY 2020, resulting in a $22.5 \%$ overall increase in payments to CalPERS. Workers' compensation costs have increased because of increased wages (upon which workers' compensation premiums are based) and an anticipated 5\% rate increase. Medical amounts are increasing in accordance with the MOU. Consistent with prior years, salaries and benefits include a $2 \%$ vacancy factor, in recognition of the fact that vacancies occur throughout the year and are not immediately refilled.

Below is information about the Fund 20 components of Operating expenditures, which include salaries and benefits:

| Work Group | Budget <br> FY 2019 | Estimated Actual <br> FY 2019 | Adopted Budget <br> FY 2020 | \% <br> Change |
| :--- | ---: | ---: | ---: | :---: |
| Board of Directors | $\$ 179,111$ | $\$ 168,685$ | $\$ 179,176$ | 0.04 |
| General Manager | $1,043,506$ | 933,668 | $1,066,367$ | 2.2 |
| Business Services | $3,762,036$ | $3,581,223$ | $4,342,142$ | 15.4 |
| Collection Services | $6,888,192$ | $6,784,531$ | $7,316,485$ | 6.2 |
| Technical Services | $6,354,451$ | $6,087,921$ | $6,639,720$ | 4.5 |
| Treatment \& Disposal <br> Services | $10,444,839$ | $10,382,197$ | $11,299,505$ | 8.2 |
| EBDA | $1,581,000$ | $1,233,000$ | $1,614,002$ | 2.0 |
| Fabrication, <br> Maintenance, and <br> Construction | $8,264,515$ | $8,500,202$ | $8,837,462$ | 6.9 |
| Non-Departmental | 652,008 | 679,457 | 910,506 | 39.7 |
| Total Operating <br> Expenditures | $\mathbf{\$ 3 9 , 1 6 9 , 6 5 8}$ | $\mathbf{\$ 3 8 , 3 5 0 , 8 8 4}$ | $\mathbf{\$ 4 2 , 2 0 5 , 3 6 5}$ | $\mathbf{7 . 8}$ |

Salaries and benefits account for $65.1 \%$ of total operating expenditures in FY 2020 (up slightly from $64.5 \%$ in FY 2019). In addition to salary and benefit increases discussed above, some of the other reasons for the $7.8 \%$ increase in operating expenditures are as follows:

- Actual costs for Districtwide accounts (telephones, training, insurance premiums and other miscellaneous items) are projected to increase
- Treatment \& Disposal is projecting significant increases in chemical and energy costs associated with treatment processes
- Fabrication, Maintenance, and Construction expects to incur additional costs due to increased maintenance needs for aging infrastructure, the purchase of standby pumps as a contingency plan for a force main or pump station outage, and utility rate increases from Alameda County Water District (ACWD) and PG\&E

District-wide training, property insurance, and telephones, that benefit the entire District, not just one or two individual work groups were placed into a Non-Departmental category in FY 2018. This change will remain in effect and has been beneficial in tracking District-wide expenses. The FY 2020 budget continues to reflect this change.

Districtwide training is anticipated to increase as it remains a pillar in the District's strategic planning efforts.

Capital Projects: This line item is discussed separately later in this document.

Debt Service: This line item is discussed separately later in this document.

Special Projects: This line item includes non-routine expenditures for things like one-time studies, hiring consultants, and new programs where the long-term financial impact, if any, is not known.
A detailed listing of Special Projects is included later in this document.
Other Internal Funds: These are separate components of the Sewer Services Fund that account for renewals and replacements of vehicles, equipment and technology. Below is detailed information about this line item:

|  | Budget <br> FY 2019 | Estimated <br> Actual <br> FY 2019 | Adopted <br> Budget <br> FY 2020 | \% Change |
| :--- | ---: | ---: | ---: | ---: |
| Renewal \& Replacement - Vehicles <br> and Equipment (Fund 50) | $\$ 660,201$ | $\$ 660,201$ | $\$ 153,050$ | $(76.8)$ |
| Renewal \& Replacement - <br> Information Systems (Fund 60) | 712,300 | 746,000 | 857,700 | 20.4 |
| Renewal \& Replacement - Plant <br> and Pump Station (Fund 70) | 500,000 | 300,000 | 250,000 | (50.0) |
| Total Other Funds | $\$ 1,879,501$ | $\$ 1,706,201$ | $\$ 1,260,750$ | $\mathbf{( 3 9 . 9 )}$ |

- Renewal \& Replacement - Vehicles and Equipment: Vehicles and equipment that are scheduled to be replaced due to age or obsolescence are purchased through this fund. The provision is now based on a conditional assessment/age specific replacement schedule and expenditure projection. The vehicles scheduled for replacement in FY 2020 are as follows (no equipment is included in the plan this year):

| Vehicles: |  |
| :--- | ---: |
| ARV Support Truck | $\$ 125,000$ |
| Construction Inspector's Vehicle | $\mathbf{2 8 , 0 5 0}$ |
| Total Vehicles | $\mathbf{\$ 1 5 3 , 0 5 0}$ |
| Equipment: |  |
| No Equipment in FY20 | $\$ 0$ |
|  | $\mathbf{\$ 1 5 3 , 0 5 0}$ |
| Total Vehicles and Equipment |  |

As noted in the table above, two vehicles were approved for purchase in FY 2020 and no equipment purchases are planned. Therefore, estimated actual expenditures in FY 2020 are significantly less than the FY 2019 budget amount.

- Renewal \& Replacement - Information Systems: The FY 2020 budget for Information Systems renewal and replacement consists of the following:

| Hardware (Desktops, Switches, Servers, Routers, etc.) | $\$ 367,700$ |
| :--- | ---: |
| SharePoint Upgrade | 125,000 |
| IT Various Projects (Eg. CMMS, ECMS and LIMS updates) | 125,000 |
| Replace Non-Residential Billing (NRB) Program | 100,000 |
| GIS - Various | 90,000 |
| Remote Site Security Keypads | 50,000 |
| Total Information Systems | $\mathbf{\$ 8 5 7 , 7 0 0}$ |

- Renewal \& Replacement - Plant and Pump Station: Plant and pump station renewals and replacements anticipated in FY 2020 consist of the following:

| $12 "$ " Portable Pump | 130,000 |
| :--- | ---: |
| Unplanned Maintenance | 90,000 |
| (4) Samplers | 30,000 |
| Total Plant and Pump Station | $\mathbf{\$ 2 5 0 , 0 0 0}$ |

Sewer Service Fund Reserves: In accordance with debt covenants and District Policy No. 2090, "Reserves, Allocations and Fund Balance," the District maintains several reserves in the Sewer Service Fund. In FY 2020, approximately $\$ 1.6$ million is anticipated to be transferred from reserves. This is planned based on projected CIP needs and is expected to continue for at least the next five to seven years but is not considered a concern. A summary of the various reserve/allocation budgets for FY 2020 is shown in the following table:

| Reserve/Allocation Descriptions | Adopted Budget <br> FY 2020 |
| :--- | ---: |
| Cash Flow | $\$ 21,844,683$ |
| Structural Renewal \& Replacement | $44,178,000$ |
| Emergency | $5,750,000$ |
| Short Term Liquidity | $5,000,000$ |
| SRF Loan Contingency | $3,902,080$ |
| Liability Insurance | $1,000,000$ |
| Information Systems Renewal \& Replacement | 857,700 |
| Industrial Customer Stabilization | 500,000 |
| Vehicle \& Equipment Renewal \& Replacement | $\mathbf{1 5 3 , 0 5 0}$ |
|  |  |
|  | $\mathbf{\$ 8 3 , 1 8 5 , 5 1 3}$ |

A description of each reserve and its target funding level is as follows:

- Cash Flow - Sewer Service Charge revenues are collected by the Alameda County Tax Collector's Office and remitted to the District in two major installments in April and December of each year. For the District to pay its ongoing expenditures throughout the year, it reserves between three and six months ( $25-50 \%$ ) of gross operating expenditures at the start of each fiscal year.
- Structural Renewal \& Replacement - To maintain the ability to renew and replace infrastructure, this reserve is funded at the average annual renewal/replacement capital costs based on the 10 -year CIP. This is a conservative approach.
- Emergency - In order to help mitigate the financial impacts of an emergency or catastrophic event, the District has an Emergency Reserve. The target for FY 2020 is $\$ 5.75$ million.
- Industrial Customer Stabilization- The District has several Significant Industrial Users (SIUs). This reserve allows the District to implement appropriate responses and actions should one or more of these SIUs significantly scale back or cease operations unexpectedly, resulting in a rapid loss of revenue to the District.
- SRF Loan Contingency - The District is eligible to apply for low interest rate loans through the State of California to finance capital projects. A requirement of these loans is the establishment and maintenance of a contingency reserve that is defined in the loan documents. The reserve balance is set at the amount required in the loan documents, typically one annual payment per loan.
- Short-Term Liquidity - The District maintains a minimum amount of immediately available funds, to cover the rolling 6-month average monthly payroll, plus a rolling 6-month average of the monthly accounts payable, held in a local bank account, in cash deposits.
- Liability Insurance - The District is a member of and purchases liability insurance from the California Sanitation Risk Management Association (CSRMA). The deductible of \$500,000 reduces the amount of premiums charged to the District. In order to account for an event that is either not covered by insurance or under the deductible amount, the District reserves two times the annual deductible amount, based on claims history.
- Information Systems Renewal \& Replacement - To maintain the ability to replace computer hardware and software, this fund is allocated at the actual planned annual information systems renewal/replacement costs, plus approved carry over from the previous year.
- Vehicle \& Equipment Renewal \& Replacement - To maintain the ability to replace the District's fleet and major equipment, this fund is allocated at the actual planned annual equipment renewal/replacement costs, plus approved carry over from the previous year.


## CAPACITY FUND

The FY 2020 budget for the Capacity Fund is presented below:

|  | Budget <br> FY 2019 | Estimated Actual FY 2019 | Adopted Budget FY 2020 | \% Change |
| :---: | :---: | :---: | :---: | :---: |
| Total Revenues |  |  |  |  |
| Capacity Fees | \$16,211,521 | \$14,238,350 | \$13,567,000 | (16.3) |
| Interest | 275,000 | 1,000,000 | 500,000 | 81.8 |
| Other | 125,000 | 125,000 | 125,000 | 0.0 |
| SRF Loan Proceeds | 0 | 0 | 0 | 0.0 |
| Total Revenues | \$16,611,521 | \$15,363,350 | \$14,192,000 | (14.6) |
| Total Expenditures |  |  |  |  |
| Capital Projects (90\%) | \$3,150,000 | \$2,100,000 | \$7,600,500 | 141.3 |
| Debt Service | 1,116,463 | 1,116,463 | 1,116,463 | 0.0 |
| Total Expenditures | \$4,266,463 | \$3,216,463 | \$8,716,963 | 104.3 |
| Revenues in Excess of Expenditures - To Reserves | \$12,345,058 | \$12,146,887 | \$5,475,037 | (55.6) |

REVENUES: Revenues in the Capacity Fund are anticipated to decrease $14.6 \%$ in comparison to the FY 2019 budget. Each of the individual revenue elements is discussed below:

Capacity Fees: The principal revenue source for the Capacity Fund is Capacity Fees, estimated to be $\$ 13.57$ million in FY 2020. These fees are collected in accordance with the provisions of California Assembly Bill (AB) 1600 and are intended to mitigate the impacts of new development. In the case of the District, these fees are collected from new development as a requirement of connecting to the sewer system. As such, they can only be used for capital projects that increase the system's capacity to serve that new development. The last several years have seen significant new development in the TriCities area of Fremont, Newark, and Union City. The pace of that development is expected to slow in FY 2020, resulting in a reduced revenue estimate as compared to FY 2019 actual. Pursuant to Ordinance No. 35.22, based on a capacity fee study and adopted by the Board in April 2016, capacity fees will increase annually through FY 2020. Capacity fees for Single Family Dwellings (SFD) will increase from $\$ 8,072$ in FY 2019 to $\$ 8,898$ in FY 2020 (an increase of 10.2\%), and capacity fees for Multi-family Dwellings will increase from $\$ 6,919$ in FY 2019 to $\$ 7,627$ in FY 2020 (also an increase of 10.2\%).

Interest: Interest income is expected to increase $81.8 \%$ from the FY 2019 budget amount and decrease $50 \%$ from the FY 2019 estimated actual amount. This overall increase is based on new, high yield investment instruments being added to the portfolio and strong returns projected based on a strong economy.

Other: Other revenues consist of rebates from the Self-Generation Incentive Program (SGIP) administered by the California Public Utilities Commission (CPUC) related to cogeneration.

SRF Loan Proceeds: Although the State Revolving Fund (SRF) has been, and will likely continue to be, an ongoing source of funding for District capital needs, no SRF loan proceeds are anticipated to be received in FY 2020.

EXPENDITURES: Expenditures in the Capacity Fund are anticipated to increase 104.3\% in comparison to the FY 2019 budget. This is attributable to increased spending on capital projects. Debt service may also increase accordingly; however, funding sources have not yet been identified. These items are discussed in more detail later in this document.

Capacity Fund Reserves: In FY 2020, approximately $\$ 5.5$ million is anticipated to be transferred to reserves. Because Capacity Fees are collected in accordance with AB 1600, they are subject to regulatory restriction. As a result, $\$ 69,093,531$ is restricted for use on capital projects that increase the District's capacity to serve new development.

## CAPITAL PROJECTS

Capital projects are accounted for in the Sewer Service Fund (Structural Renewal and Replacement [Fund 80]) and the Capacity Fund (Fund 90). The District adopts a 20-year Capital Improvement Plan (CIP) each year in conjunction with the adoption of the annual operating budget. Actual appropriations are established at $90 \%$ of the CIP amount for that year. Although spending for capital projects is anticipated to be higher in FY 2020 than in the prior year, it is also expected to continue to increase substantially over the next five years, as the result of the Plant Master Planning efforts. Through FY 2029, the CIP includes projects totaling over $\$ 644.4$ million. By FY 2039, this amount will grow to \$1.09 billion.

Below is information about capital projects spending for FY 2019 and FY 2020:

|  | Budget <br> FY 2019 | Estimated Actual <br> FY 2019 | Adopted Budget <br> FY 2020 | \% Change |
| :--- | ---: | ---: | ---: | :---: |
| Sewer Service Fund - Structural <br> Renewal and Replacement | $\$ 6,142,500$ | $\$ 5,100,000$ | $\$ 12,132,000$ | 97.5 |
| Capacity Fund | $3,150,000$ | $2,100,000$ | $7,600,500$ | 141.3 |
| Total Capital Projects | $\$ 9,292,500$ | $\$ 7,200,000$ | $\$ 19,732,500$ | $\mathbf{1 1 2 . 3}$ |

Key elements of the FY 2020 capital improvement program include design of the following projects:

- Master Plan Projects - Various concurrent and phased projects to rehabilitate and leverage existing assets and facilities associated with the activated sludge treatment process.
- Centrifuge Building Improvements - Various rehabilitation and improvement projects associated with final solids handling, odor control and conveyance systems at the centrifuge building in the treatment plant.
- Cherry Street Pump Station - Analysis and design of capacity upgrades to the existing pump station in support of local development.
- Digester No. 2 Inspection and Rehab -This project will include inspection and analysis of the exact condition of existing Digester No. 2 and provide design for rehabilitation of the structure to maintain existing solids handling capacity.
- WAS Thickeners Replacement- This project will replace the existing WAS thickeners to maintain existing solids handling capacity and provide improved treatment.

Key elements of the FY 2020 capital improvement program include construction of the following projects:

- Digester No. 7 - The Plant Solids Capacity/Assessment Study identified a need for reliable solids capacity in the primary digester system and recommended the District construct new Primary Digester No. 7.
- Standby Power Generation System Upgrade - The plant's standby diesel generators are at the end of their useful lives, and the generator controls are obsolete and complicated to update and maintain. This project will replace the existing equipment with new generators and updated controls.
- Alvarado Influent Pump Station Improvements - This project will replace the station's wastewater pumps, variable frequency drives (VFDs), and electrical switchboard because they are at the end of their useful lives, and replacement parts are difficult to obtain because of lack of availability of original equipment and manufacturers' support.
- Emergency Outfall Outlet Improvements (Depending on Site Conditions) - The study and environmental impacts assessment for improvements to the Old Alameda Creek Outfall, potentially enabling the District to enhance our existing State Water resources Control Board discharge permit.
- Force Main Corrosion Repairs, Phase 3 - The project consists of removing and replacing manways and appurtenances of air release valves, blow offs and access manways; welding new steel components; sandblasting and painting / coating existing and new components; implementing biological control measures / BMPs and site restoration; access improvements to three sites; and bollard improvements and other miscellaneous repairs throughout the District's service area.
- Headworks Screens Replacement - This project will install new mechanical bar screens at the Headworks Building to improve removal of debris from the wastewater prior to the plant's downstream processes, and to restore capacity and redundancy of the system.
- Gravity Sewer Rehab/Replacement at Various Locations throughout the Tri-Cities - The project will install full-length cured-in-place pipe (CIPP) lining of damaged sewer mains at several locations in the District's service area.


## DEBT SERVICE

Debt service is related to capital projects and is accounted for in the Sewer Service Fund (Structural Renewal and Replacement [Fund 80]) and the Capacity Fund (Fund 90). The District has nine outstanding loans from the State Water Resources Control Board's Clean Water State Revolving Fund (SRF). Details about debt service payments are presented below:

| Related Project | Sewer Service Fund Structural Renewal and Replacement |  | Capacity Fund |  | Total Debt Service FY 2020 | Maturity Date |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | FY 2019 | FY 2020 | FY 2019 | FY 2020 |  |  |
| Irvington Equalization | \$ 681,123 | \$ 681,123 | \$ 227,041 | \$ 227,041 | \$ 908,164 | 8/30/2023 |
| Willow/Central Avenue | 108,385 | 108,385 | 0 | 0 | 108,385 | 11/16/2027 |
| Lower Hetch Hetchy | 139,634 | 139,634 | 0 | 0 | 139,634 | 11/17/2028 |
| Newark Pump Station | 342,703 | 342,703 | 342,702 | 342,702 | 685,405 | 1/26/2030 |
| Cedar Blvd. Corridor Rehab. | 127,349 | 127,349 | 0 | 0 | 127,349 | 2/26/2030 |
| Primary Clarifier Rehab. | 442,337 | 442,337 | 147,446 | 147,446 | 589,783 | 1/15/2033 |
| Substation 1 | 157,327 | 157,327 | 0 | 0 | 157,327 | 2/28/2032 |
| Boyce Road Lift Station | 205,532 | 205,532 | 205,532 | 205,532 | 411,064 | 7/31/2033 |
| Thickener Control Building | 581,227 | 581,227 | 193,742 | 193,742 | 774,969 | 3/31/2037 |
| Total Debt Service | \$2,785,617 | \$2,785,617 | \$1,116,463 | \$1,116,463 | \$3,902,080 |  |


| SPECIAL PROJECT EXPENDITURES |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| DESCRIPTION | Adopted <br> Budget <br> FY19 | Estimated <br> Actual FY19 | Estimated <br> Carryover | New \$ (Provision) | Adopted Budget FY20 |
|  |  |  |  |  |  |
| Administrative \& Regulatory |  |  |  |  |  |
| Anticipated Biosolids Coalition Membership Dues | \$25,000 | \$0 | \$25,000 | \$0 | \$25,000 |
| Anticipated Election Costs (Fremont, Newark \& Union City; 164,200 registered voters) | 0 | 0 | 0 | 820,600 | 820,600 |
| GIS JPA | 27,000 | 27,000 | 0 | 27,000 | 27,000 |
| IBB Labor Negotiations Facilitation | 20,000 | 305 | 0 | 0 | 0 |
| Public Outreach Programs | 100,000 | 81,000 | 19,000 | 131,000 | 150,000 |
| Public Information Program | 90,000 | 51,000 | 39,000 | 36,000 | 75,000 |
| Property Acquisition | 0 | 0 | 0 | 1,500,000 | 1,500,000 |
| Recruitment | 0 | 0 | 0 | 30,000 | 30,000 |
| Sub-Total Administrative \& Regulatory | \$262,000 | \$159,305 | \$83,000 | \$2,544,600 | \$2,627,600 |
|  |  |  |  |  |  |
| Studies \& Other |  |  |  |  |  |
| Air Permitting Consultant Assistance | 50,000 | 0 | 0 | 0 | 0 |
| Alvarado Sub-Surface Investigation (Plant Groundwater Monitoring) | 10,000 | 5,933 | 4,067 | 3,933 | 8,000 |
| Financial Master Plan | 25,000 | 10,000 | 15,000 | 10,000 | 25,000 |
| Forcemain Condition Assessment | 10,000 | 4,094 | 5,906 | 24,094 | 30,000 |
| IT Master Plan | 200,000 | 86,000 | 114,000 | 0 | 114,000 |
| Lateral Pilot Program - Condition Assessment | 25,000 | 14,775 | 0 | 0 | 0 |
| Local Limits Study | 10,000 | 0 | 0 | 0 | 0 |
| MBR Pilot Program | 100,000 | 0 | 0 | 0 | 0 |
| Newark Basin Master Plan/PACP Update | 225,000 | 255,751 | 0 | 30,000 | 30,000 |
| Odor Control Alternatives Studies | 100,000 | 171,637 | 0 | 50,000 | 50,000 |
| Plant Asset Condition Assessment Update | 50,000 | 23,689 | 0 | 0 | 0 |
| Plant Master Plan | 100,000 | 100,000 | 0 | 75,000 | 75,000 |
| Plant Solids System/Capacity Assessment | 0 | 8,821 | 0 | 0 | 0 |
| Seismic Evaluation | 8,000 | 0 | 0 | 0 | 0 |
| Treatment Plant IT Network Master Plan | 135,000 | 0 | 130,000 | 0 | 130,000 |
| Water Reclamation Pilot Program (Fill Station) | 100,000 | 0 | 0 | 0 | 0 |
| ACWD/SFPUC Joint Reclaimed Water Study | 0 | 0 | 0 | 95,000 | 95,000 |
| Capacity Fee Study | 0 | 0 | 0 | 50,000 | 50,000 |
| CIP Front End Specs Update | 0 | 0 | 0 | 100,000 | 100,000 |
| Cogen Options Evaluation | 0 | 0 | 0 | 150,000 | 150,000 |
| Cost of Service Analysis (COSA) | 0 | 0 | 0 | 85,000 | 85,000 |
| Forcemain Geotech Investigation at Alameda Creek | 0 | 0 | 0 | 100,000 | 100,000 |
| Irvington Basin MP Update | 0 | 0 | 0 | 60,000 | 60,000 |
| Odor Control Pilot Study | 0 | 0 | 0 | 250,000 | 250,000 |
| Old Alameda Creek Report of Waste Discharge (ROWD) | 0 | 0 | 0 | 300,000 | 300,000 |
| Pump Stations Odor Control Study | 0 | 0 | 0 | 75,000 | 75,000 |
| Sub-Total Studies \& Other | 1,148,000 | 680,700 | 268,973 | 1,458,027 | 1,727,000 |
|  |  |  |  |  |  |
| Total Special Projects | \$1,410,000 | \$840,005 | \$351,973 | \$4,002,627 | \$4,354,600 |


UNION SANITARY DISTRICT 20-Year CIP
FISCAL YEARS 2020-2039 (Figures $\times \$ 1,000$ )






UNION SANITARY DISTRICT 20-Year CIP
FISCAL YEARS 2020-2039 (Figures $\times \$ 1,000$ )
 Total for TREATMENT PLANT


